

Operation guide



Océ ColorWave 500



A CANON COMPANY

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Chapter 1

Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ ColorWave 500. The manual contains a description of the product and guidelines to use and operate the Océ ColorWave 500.

Definition

Attention-Getters








Parts of this manual require your special attention. These parts can provide the following:




- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Symbols used in this manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that must be observed for safety.

Overview of the attention getters

Word	Icon	Indicates
WARNING		Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION		General hazard Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions. This indication has several icons that warn against various hazards. The icons are shown below.
		Hot surface
		Electric shock
		Moving parts
		Laser beam
IMPORTANT		Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and to avoid damaging the machine or property.

Word	Icon	Indicates
NOTE		Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.
		Indicates an operation that must not be performed. Read these items carefully and make sure not to perform the described operations.
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety information

Before using this Océ product, make sure that you read and understand the safety information which is part of the user documentation. You can download the safety information via "<http://downloads.oce.com>" or, if applicable, find it on the user documentation CD/DVD that is delivered together with the machine or obtain the safety information from your local Océ representative. To avoid potential hazards, maintenance is strictly preserved to properly qualified and trained service technicians.

Available documentation

Introduction

This manual is part of a complete documentation set. The following table shows a complete overview of the available documentation.



NOTE

For up-to-date documentation, visit the Océ downloads page on the Internet and find all the information for your printer.

Available documentation

Documentation	Availability
User Manual - Operation guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help - Océ Express WebTools	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.
User manual - Safety guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Quick Reference Guide for the use of Océ Mobile WebTools	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file.
Océ Large Format Systems Connectivity - Administration guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in English only.
Océ PlotWave-ColorWave Systems Security - Administration guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in English only.

Available documentation Océ Wide format Printer Driver for Microsoft® Windows®

Documentation	Availability
User guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.

Available documentation Océ PostScript® 3 Driver

Documentation	Availability
Installation guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.

Documentation	Availability
Online Help	<ul style="list-style-type: none">Embedded in the applicationAvailable in multiple languages.

Available documentation Océ Publisher Select

Documentation	Availability
User guide - Océ Publisher Select	<ul style="list-style-type: none">On the download website under the product name ("http://downloads.oce.com ").Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none">Embedded in the applicationAvailable in multiple languages.

Chapter 2

Get to Know the Printing System

Introduction

The Océ ColorWave 500 printing system

Introduction

The Océ ColorWave 500 is a wide format TonerPearl printer that uses the patented Océ CrystalPoint technology.

Illustration



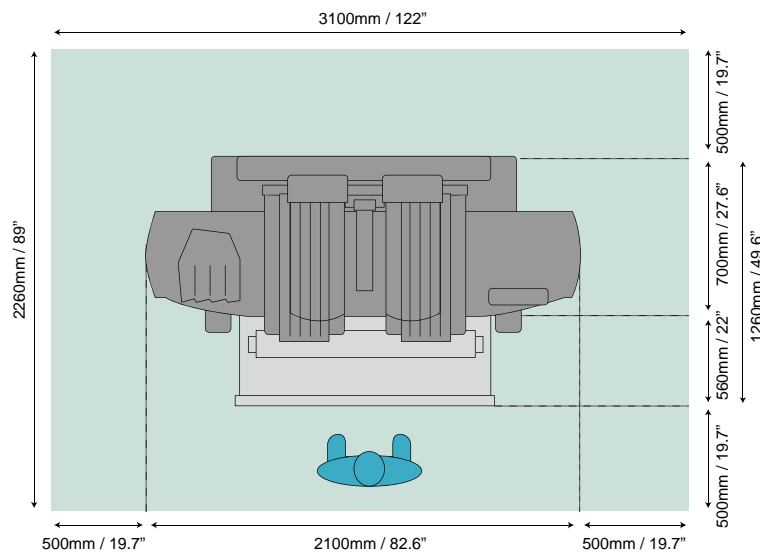
The main components of the Océ ColorWave 500 printing system

Component	Description / Function
The Océ ColorWave 500	The Océ ColorWave 500 creates the printed output. With the integrated Océ Scanner Express (optional) you can also perform copy and scan jobs. Use the Océ ClearConnect multi-touch user panel to easily configure and submit your jobs.
Océ Express WebTools	Océ Express WebTools provide multiple users a remote view on the system and control on the system's workflow, without any need to install software. The [System administrator] or the [Key operator] can also use Océ Express WebTools to configure the system and fine-tune the system to optimally fit the customer's company workflow and processes.

Connect your Printing System

Printer working area (Footprint)

The Océ ColorWave 500 requires a floor space / working area of at least 3100 mm x 2260 mm, or 122 inch x 89 inch.



Connect the mains supply cable and the network cable

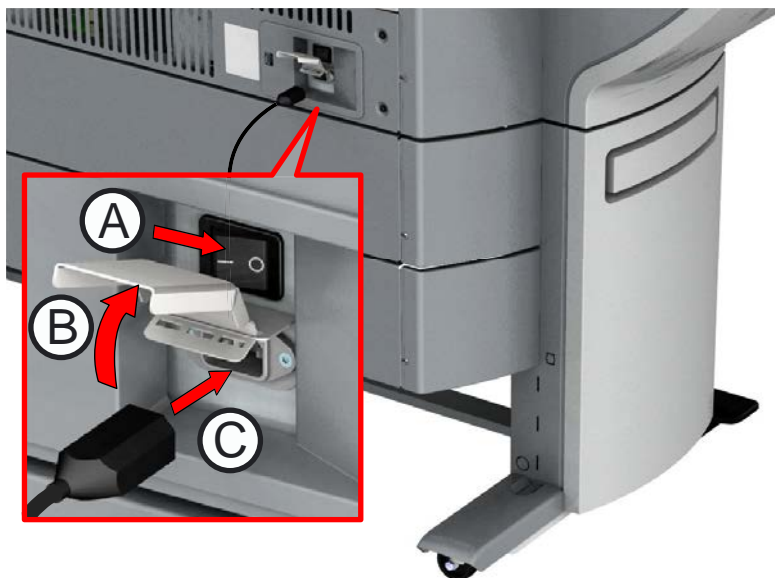
Procedure



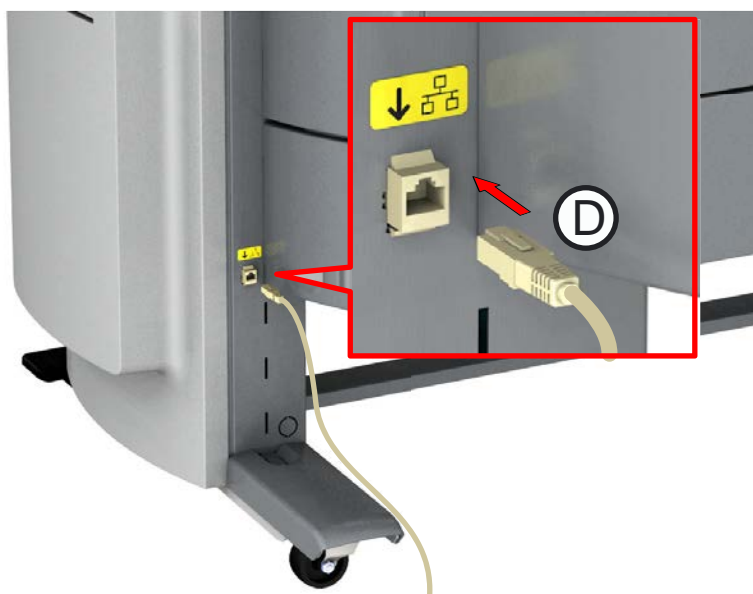
IMPORTANT

Make sure the power switch [A] is in 'off' position.

1. Lift the protection cover up [B].



2. Plug the mains supply cable into the power connection at the back of the printer [C].
3. Plug the other side of the mains supply cable into the wall socket.
4. Make sure one end of the network cable is connected to your company network.
5. Plug the other end of the network cable into the network connection at the left back of the printer [D], to connect the printer to your company network.



Switch on the printing system



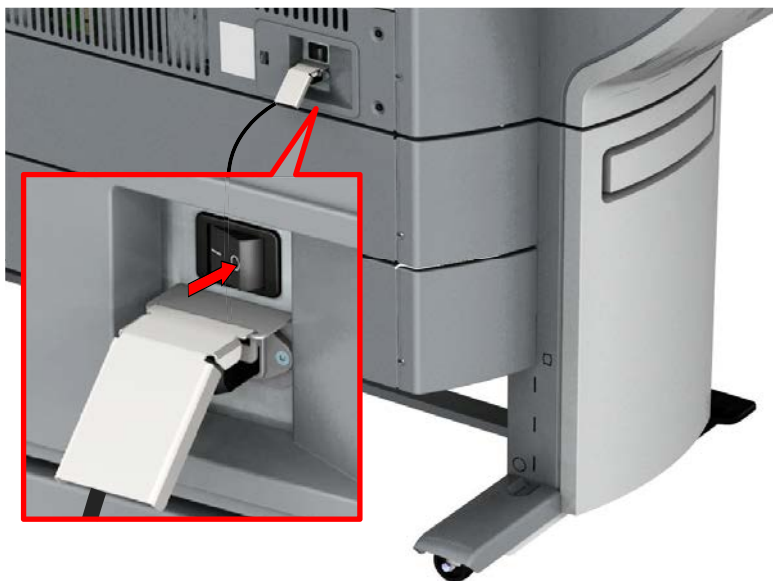
IMPORTANT

- Make sure the mains supply cable is plugged in.
- Make sure the network cable is plugged in.

For more information, see [Connect the mains supply cable and the network cable on page 20](#)

Procedure

1. Switch on the power switch at the back of the printer.



2. Press the on/off button at the front of the printer to start the system.



Turn off the printing system

Introduction

When you want to switch off the printing system completely, you have to take a few steps.

Procedure

1. Press the on/off button at the front of the printer to switch the printing system off.



NOTE

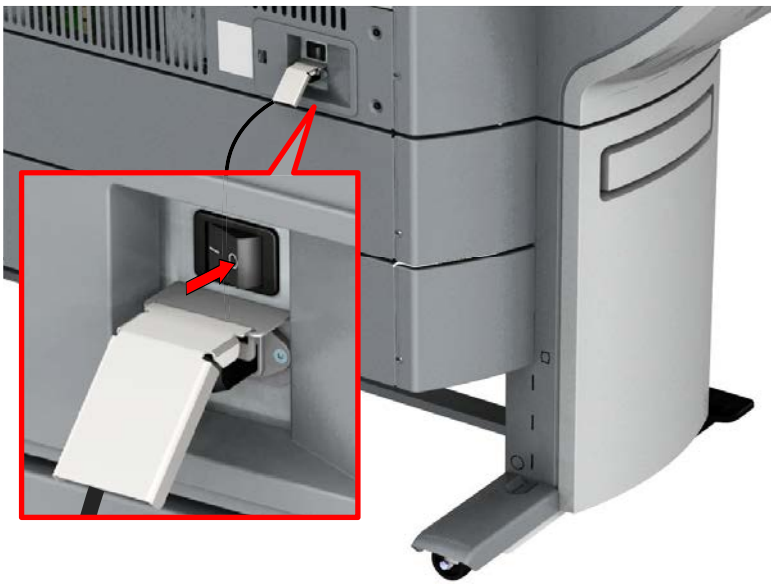
You can also use the [Shut down] button in Océ Express WebTools.



IMPORTANT

Wait until the on/off button stops blinking.

2. Switch off the power switch at the back of the printing system.



Move the system

Introduction

You can move the printer to a new location.

Before you begin



IMPORTANT

- When the printer is connected, you must first switch off and disconnect the printer (see [Switch the printing system off on page 22](#) and [Disconnect the network cable and the mains supply cable on page 331](#)).
- Close the media drawers.



NOTE

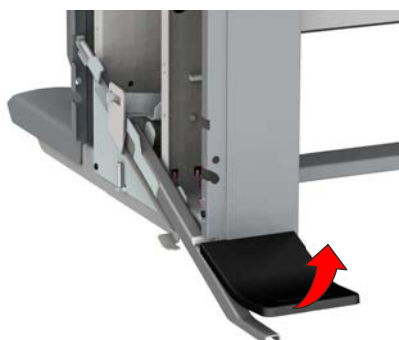
Be aware of the size of the printer working area (see [Printer working area \(Footprint\) on page 19](#)).

Procedure

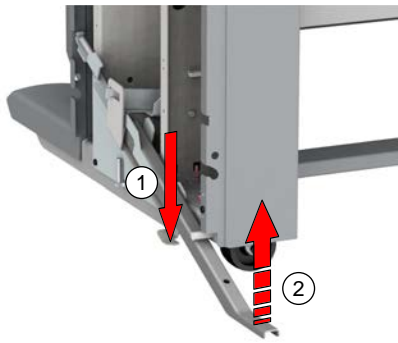
1. Pull with both hands to remove the left side cover.



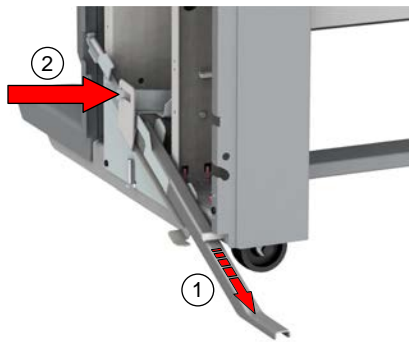
2. Pull at the left foot cover to remove it.



3. Push the handle [1]. The foot snaps up [2].

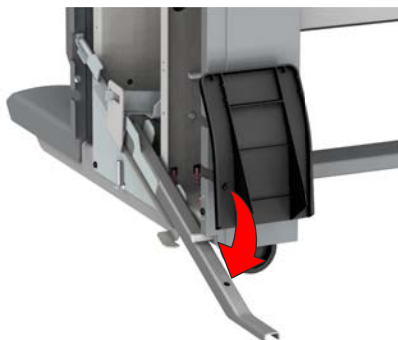


4. Repeat action 1 till 3 on the right side cover.
5. Move the printer to the preferred location. Be aware of the printer working area.
6. Pull out the left foot [1] until it touches the ground and locks [2]. You should hear a click when it locks into place.

**NOTE**

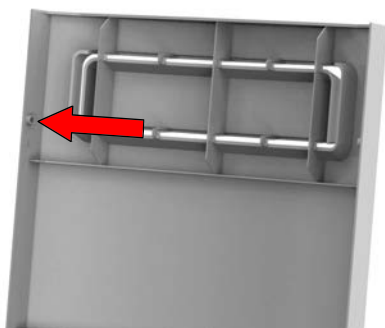
If you do not hear a click, place your foot on the foot of the printer [1] and at the same time push gently against the printer until you hear the click.

7. Place the foot cover. Place the pin into the notch.





8. Place the pin into the notch to mount the left side cover.
Pin:



Notch:



9. Push the cover into place.



10. Repeat action 6 till 9 for the right side cover.

The Hardware

The components of the printer (front)



Component - function table

No	Component	Description / Function
1	[media drawers]	Media drawers with 2 media rolls
2	[lower left side cover]	Cover at the bottom left of the device
3	[lower front cover]	Door to access the media path
4	[top cover]	Component that covers the top surface of the device
5	[toner cartridge (cyan)]	Toner cassette for cyan Océ TonerPearls®
6	[toner cartridge (yellow)]	Toner cassette for yellow Océ TonerPearls®
7	[toner cartridge (black)]	Toner cassette for black Océ TonerPearls®
8	[toner cartridge (magenta)]	Toner cassette for magenta Océ TonerPearls®
9	[transparent top cover]	Door to access the print surface / media output section
10	[top delivery tray]	Delivery tray that collects the printed output
11	[USB port]	USB connector to use a USB key to print from or to scan to
12	Océ ClearConnect: multi-touch [user panel]	The Océ ClearConnect user panel allows the user to start copy, scan, or print jobs, and to monitor the system and the job status. ▶

No	Component	Description / Function
13	[on/off button]	Button to start or shut down the printer. This button is equivalent to the [Shut down] button in Océ Express WebTools.
14	[lower right side cover]	Component that covers the controller
15	[foot]	Component at the bottom of the printer, used to level it

The components of the printer (back)



Component - function table

No	Component	Description / Function
1	[wheel]	Swivel wheel with brakes
2	[folder connection panel]	Component to connect the folding device to
3	[maintenance tray drawer]	
4	[upper back cover]	Cover at the back of the device, used to access the machine for error recovery
5	[power switch]	Switch the main power supply on or off You can find the serial number of the printer on the sticker above the power switch

The media drawer



Component - function table



IMPORTANT

Only use intact media rolls. Dented media rolls can damage the [Imaging devices].

No	Component	Description / Function
1	[media roll] 1	Media placed on roll holder in first position.
2	[media roll] 2	Media placed on roll holder in second position.
3	[roll holder]	Carries the media roll.
4	[roll loading station]	Groove integrated behind the front cover of the media drawer.

The user panel: Océ ClearConnect



Components of the Océ ClearConnect

No.	Component	Description / Function
1	[status light]	Light that gives feedback on the status of the printer.
2	[wake-up button]	Button that allows the operator to get the printer out of sleep mode.
3	[USB port]	Port to insert a USB key into.
4	[stop button]	Button that allows the operator to stop the printer and scanner.
5	[home button]	Button to return to the home screen on the user panel display.
6	[green button] (touch)	Dynamic tile on the user panel display that allows the operator to start a scan, print, or copy job.

The components of the scanner (optional)

Introduction

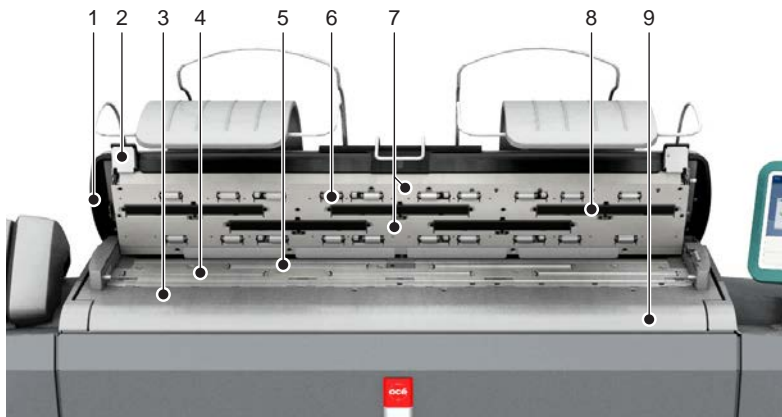
The embedded scanner is an optional of the printer.

The components of the scanner (top cover closed)



	Component	Description / Function
1	[top cover]	Closes off the scanner.
2	[output refeed protector]	Prevents that your output is refeed into the scanner.
3	[originals exit]	Exit for the scanned original.
4	[original feeding table]	Use the original feeding table to feed the original into the scanner (face up).
5	[open levers]	Use the open levers to open the top cover of the scanner.

The components of the scanner (top cover opened)

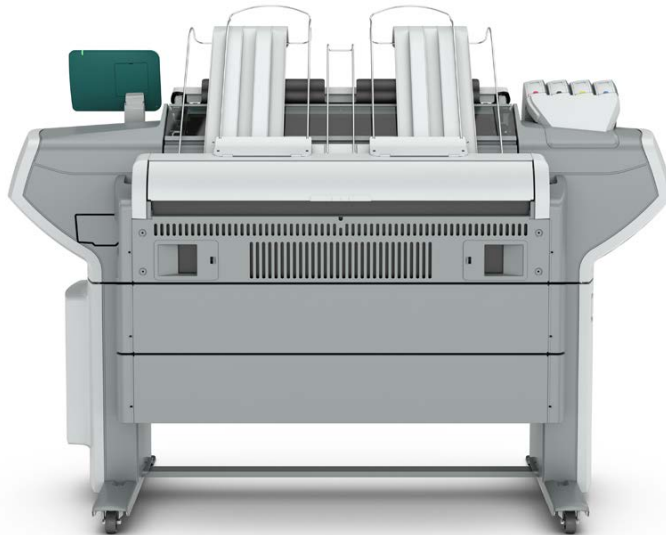


	Component	Description / Function
1	[top cover]	Closes off the scanner.
2	[open levers]	Use the open levers to open the top cover of the scanner.
3	[original size ruler]	Use this ruler to measure the original.
4	[original feed rollers]	A set of rollers used to transport the original.
5	[original support rollers]	A set of rollers to guide the original.
6	[scanner top cover rollers]	A set of rollers in the top cover to guide the original.
7	[original sensors]	Sensors to detect the original.
8	[transparent contact plates]	Cover of the image sensors.
9	[original feeding table]	Use the original feeding table to feed the original into the scanner (face up).

The delivery destination

Introduction

The Océ ColorWave 500 is delivered with a [Top Delivery Tray (TDT)] to collect your printed output.




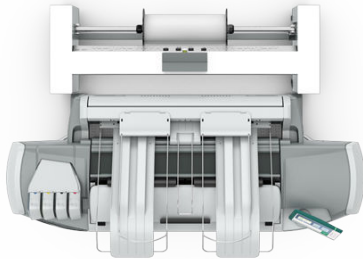
The [Top Delivery Tray (TDT)] can collect 50 - 100 plain paper prints with a maximum length of 1200 mm, 48 inch. The media type you use influences the output capacity.

In Océ Express WebTools you can define the default [Print delivery] for your printed output. To set the default [Print delivery], select the [Preferences] - [Print job defaults] tab.

- If you use 2 inch media cores instead of the standard 3 inch media cores, the printed output is automatically delivered at the back of the printer. The installation of one of the finishing options is then advised.
- Some media require a specific output delivery. For example heavy media or media that requires a manual cut can automatically be delivered at the back of the printer. This is defined in the properties of the media type.
- If you select [Top Delivery Tray (TDT)] your printed output is by default delivered in the standard [Top Delivery Tray (TDT)].
- If you select [Back output] your printed output is by default delivered at the back of the printer. In that case you can expand your printer with one of the following finishing options.

The delivery destination options

[Receiving rack (basket)]	Illustration
<p>The [Receiving rack (basket)] is hooked at the rear side of the printer. It can collect 2 - 5 prints. The [Receiving rack (basket)] bends the printed output. Not all media types are appropriate for this finishing option.</p> <p> NOTE The [Receiving rack (basket)] is not supported in combination with the folding device, Océ Delivery Tray or take-up module.</p>	
Folding device	Illustration
<p>The folding device is an automatic folding device that folds large sized plots.</p> <p> NOTE</p> <ul style="list-style-type: none"> • The folding device is not supported in combination with the [Receiving rack (basket)], Océ Delivery Tray or take-up module. • If you use a folding device you must set the type of the folding device (see Define the type of the folding device on page 154). 	
Océ Delivery Tray	Illustration
<p>The Océ Delivery Tray is a flat tray behind the printer. The delivery tray can collect a maximum of 150 prints.</p> <p> NOTE The Océ Delivery Tray is not supported in combination with the [Receiving rack (basket)], folding device or take-up module.</p>	

Take-up module	Illustration
<p>The take-up module enables you to wind up your prints job on a roll without cutting. This can be handy when you want to transport your prints or want to finish your prints at a later time. When your machine is equipped with the take-up module, you must first put the machine into the Roll-to-roll mode. You can enable the Roll-to-roll mode in Océ Express WebTools and on the user panel.</p> <p> NOTE The take-up module is not supported in combination with the [Receiving rack (basket)], folding device or Océ Delivery Tray.</p> <p>See The take-up module (optional) on page 40, Configure the Roll-to-roll mode in Océ Express Webtools on page 146 and Configure the Roll-to-roll mode on page 40</p>	

The folding device (optional)

Introduction

The printer can be delivered with an external folding device. The Océ ColorWave 500 is compatible with the Océ 2400 fanfold and the Océ 4311 fullfold.



NOTE

- A technician is required to install the folding device and configure the system.
- For more information on folding devices, visit "<http://downloads.oce.com>" and select your product.

Media compatibility with the folding device

The following media are compatible with the folding device:

- Plain papers: 60- 110 g
- Vellum, Translucent and Tyvek: fold quality depends on used media

Switch the folding device to manual operation and back

Introduction

The Océ 2400 fanfold and the Océ 4311 fullfold are integrated in the system.

You can use the folding device also as a stand-alone folding device.



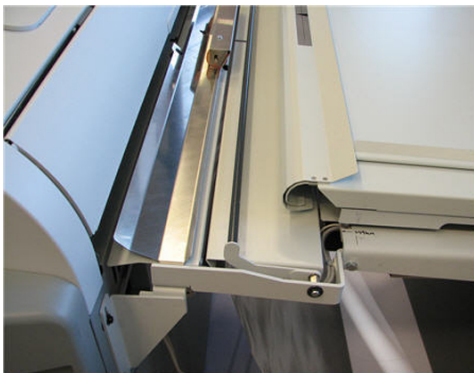

NOTE

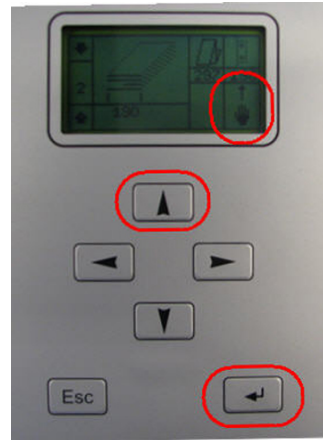

For more information about the folding devices, see the separate operation manual of the folding device.

Online mode versus manual mode

The folding device is connected to the back of the printer. If you want to operate the folding device manually, the connecting part (to the printer) could cause a paper jam on the table.

If you switch to manual mode, then the connecting part will move downwards to clear the entrance for the paper.

Online mode	Manual mode
	

Switch from online mode to manual mode		Operator interface
1	Press the [Enter] button once	
2	Press [arrow up] until you see the "hand" symbol. Then press the [Enter] button.	
3	<p>The display shows an icon of a folded package. The number below this icon indicates the width of the folded package. The number left of the icon indicates the folding program number.</p> <p></p> <p>If the folding program number is "G" and the width of the folded package is "0", please press [arrow up] to select a valid folding program number (1 to 8).</p>	
Switch from manual mode to online mode		
Repeat the same procedure as explained above, but now make sure that the 'ONL' is displayed.		

The take-up module (optional)

Introduction

The Océ ColorWave 500 is compatible with the optional take-up module.

The take-up module allows the user to print in Roll-to-roll mode. The module rolls up your print jobs automatically on a core without cutting. This can be handy when you want to transport your prints or want to automatically clean-cut or trim your prints, laminate or mount an adhesive back to the prints.

Before you can use the take-up module, you must first set the printer into the Roll-to-roll mode. You can enable the Roll-to-roll mode in Océ Express WebTools and on the user panel, see [Configure the Roll-to-roll mode in Océ Express Webtools on page 146](#) and [Configure the Roll-to-roll mode on page 40](#).

By default, the printer is delivered in Roll-to-sheet mode. In this mode, the machine cuts and delivers each print to the selected delivery destination.

Configure the Roll-to-roll mode

Introduction

When you want to use the take-up unit, your printer has to be in the Roll-to-roll mode. When you enable the Roll-to-roll mode, the printer will not cut between pages. You can also configure the Roll-to-roll mode in Océ Express Webtools.



NOTE

- When the Roll-to-roll mode is enabled, each print job is delivered to the [Back output]; even when you set the [Top delivery tray] as output location for your prints.
- To calibrate the printer the Roll-to-roll mode must be disabled.

Procedure

1. Select the system menu thumbnail.
2. In the menu list, in the bottom right part of the display you can see the tile [Roll-to-roll option].
3. Tap [Roll-to-roll option].
4. Log in as a Key operator or Power user.
5. Select [Roll-to-roll disabled] or [Roll-to-roll enabled].
6. Tap [Ok] to confirm, or [Cancel] to reject your entries.

The Océ Delivery Tray (optional)

Correct use of the Océ Delivery Tray

Introduction

To avoid output problems, attach the Océ Delivery Tray correctly to the printer and adjust the height according to your printing preferences. For best use, follow the guidelines in the Océ Delivery Tray guide available on "<http://downloads.oce.com>".

When you encounter output problems, use the overview below for help.



NOTE

- The Océ Delivery Tray is not supported in combination with any of the other finishing devices.
- When using the Océ Delivery Tray make sure the [Print delivery] setting in the [Preferences] - [Print job defaults] tab is set to [Back output] and the [Finisher type] setting in the [Configuration] - [Printer setup] tab is set to [Océ Delivery Tray].

Problem	Action
Your copies are not neatly stacked	It is essential to correctly attach the Océ Delivery Tray to your Océ ColorWave 500 in order to get neatly stacked output. Move the Océ Delivery Tray towards the back of the printer, and make sure you align parallel. Attach the Océ Delivery Tray to the printer and make sure it is well connected. Following this procedure ensures an optimal positioning of the device and minimizes the chances of damaging your Océ Delivery Tray and the Océ ColorWave 500.
Your copies show dog ears	Adjust the position of the left and right output guide flaps to suit the width of the media you print on. When an output guide flap is positioned exactly on the edge of your print output, this may result in dog ears. It is advised to leave the middle output guide flap in the exact middle of the Océ Delivery Tray.
Your pile of stacked copies is not flat, resulting in curved copies	Adjust the length of the delivery tray to your print job. Make sure the length is not shorter than the longest print length within your print job. If the delivery surface is too small for the copies, this may result in curves or small creases in your print output.

Océ ClearConnect: the multi-touch user panel

Introduction to Océ ClearConnect

Introduction

The Océ ClearConnect is a multi-touch user panel, with dynamic tiles for print, copy, and scan jobs.

The Océ ClearConnect



Component	Function
1. [status light]	Light that gives feedback on the status of the printer. <ul style="list-style-type: none"> • A green light indicates that the printer is scanning or printing. • A green blinking light indicates that the printer is in a transition state (start-up, shutdown, pause). • A red light indicates that an error occurred or the print queue is paused. • When the light is off the system is ready or shutdown.
2. [wake-up button]	The button that allows the operator to do the following: <ul style="list-style-type: none"> • Get the printer out of sleep mode. • Wake the printer up to full functionality.
3. [USB port]	You can insert a USB device to: <ul style="list-style-type: none"> • Print a file directly from the USB device. • Scan an original and save it directly on the USB device. The green light that illuminates the port starts to blink during data transfer.
4. [stop button]	The button with a red light that allows the operator to do the following: <ul style="list-style-type: none"> • Immediately interrupt a scan job. • Stop a print job after the page that is being printed.

Component	Function
5. [home button]	The button that allows the operator to do the following: <ul style="list-style-type: none">• Return to the home screen on the user panel display.• Reset settings to default by pressing the button twice.
6. [green button] (touch)	Dynamic tile on the user panel display that allows the operator to do the following: <ul style="list-style-type: none">• Start a scan job, a print job or a copy job on the user panel.

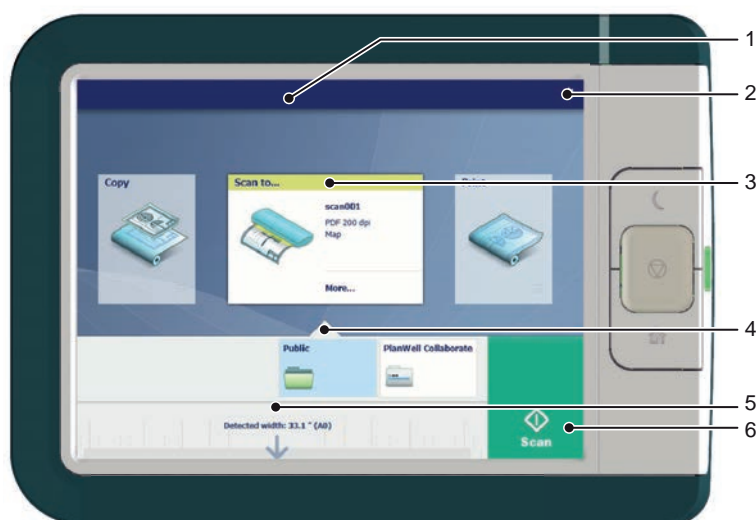
The home screen

Introduction


The default screen of the Océ ClearConnect is the home screen.

From the home screen you can manage jobs and enter the system menu.

The home screen



No.	Component	Function
1.	[active job]	<p>In the dynamic bar you can see the system states (warming-up, cleaning etc.) and the active job when present.</p> <ul style="list-style-type: none"> When you tap the active job the job queue appears with the list of waiting jobs. When you tap the active job the pause tile appears, with which you can pause the printing process.
2.	[system menu]	<p>In the dynamic bar you can access the system menu.</p> <ul style="list-style-type: none"> When you tap the system menu thumbnail, a new window opens with a dynamic view of the system and printer setup settings.
3.	[Copy tile] [Scan tile] [Print tile]	<p>These dynamic tiles help you to perform copy, scan and print jobs. Select the correct tile for your job:</p> <ul style="list-style-type: none"> When you tap one of the tiles and then use the Smart Access, you can start your job immediately. As default the print tile is selected, but when you insert an original into the scanner the copy tile is selected. When you insert an original and a USB key the scan tile is selected. When you want to make more settings you can tap the tile twice, and a new window with presets and settings opens.

No.	Component	Function
4.	Smart Access	<p>The dynamic Smart Access helps you to quickly start a job.</p> <p> NOTE For more information on the Smart Access, see The Smart Access on page 46.</p>
5.	[live scan view]	<p>The live scan view appears in the Smart Access. The view shows the width and alignment of your document while it slides through the Smart Access.</p>
6.	[green button]	<p>The green button is dynamic and appears on all screens in the bottom right corner of the display.</p> <ul style="list-style-type: none">• When the button is green, the printer is ready to process your job.• When the button is gray, the printer is not ready to process your job.

The Smart Access

Introduction

The Smart Access is the dynamic lower section of the user panel. The Smart Access is dynamic and its functionality changes when you select the copy, scan or print tile.

To start a job, you only have to:

1. Insert an original for scan and copy jobs, or select a print job from one of the locations, e.g. Smart Inbox in the Smart Access.
2. Select the number of copies and tap the green button in the Smart Access to start the job.



NOTE

For more information on the workflow of basic copy, scan, and print jobs see, [Do a default copy job on page 57](#), [Do a default scan job on page 58](#), and [Do a default print job on page 59](#).

The Copy Smart Access

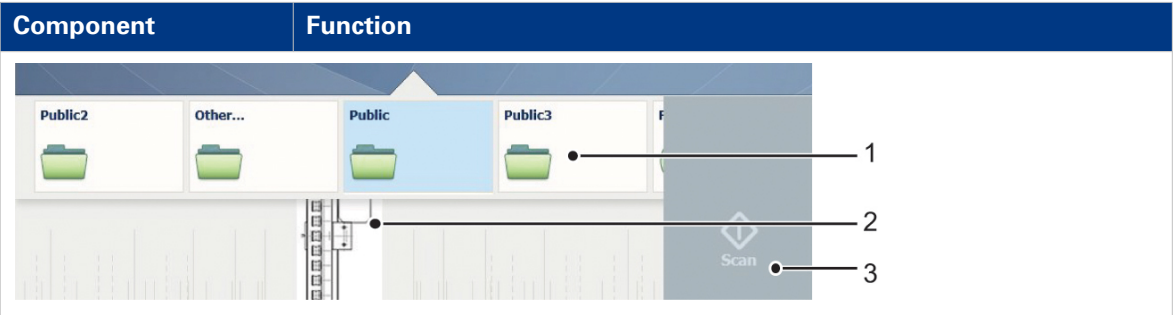
Tap the copy tile on the user panel to view the copy Smart Access. The Smart Access has the following functionalities:

Component	Function
1. numeric panel	Select the number of copies.
2. [live scan view]	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. [green button]	Tap the green button to start the job.

The Scan Smart Access

Tap the scan tile on the user panel to view the scan Smart Access. The Smart Access has the following functionalities:

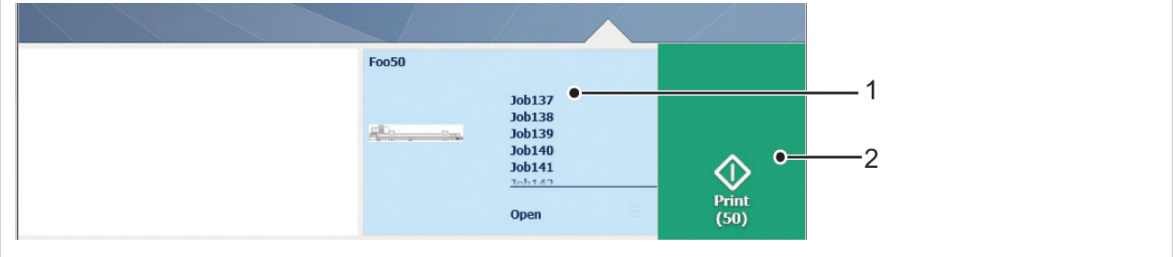
Component	Function
1. locations	Select the location you want to send your scanned file to. You can swipe through the list of various locations, from Smart Inboxes, USB, to cloud locations. For more information on how to configure the locations, see Create and open a Smart Inbox for scan jobs and print jobs on page 96 and Create an external location on page 129 .
2. [live scan view]	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. [green button]	Tap the green button to start the job.

Component	Function
	

The Print Smart Access

Tap the print tile on the user panel to view the print Smart Access. The Smart Access has the following functionalities:

Component	Function
1. locations	Select the location you want to retrieve your job from. You can swipe through the list of various locations, from Smart Inboxes, USB, or cloud locations.
2. [green button]	Tap the green button to start the job.

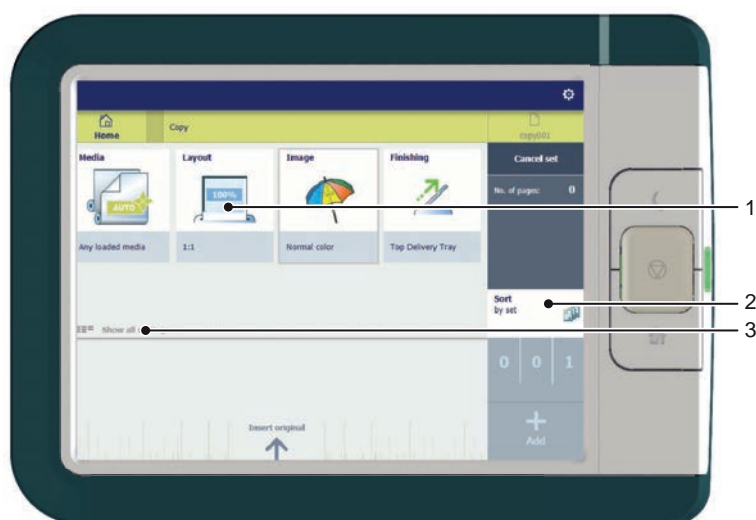


Presets and advanced settings

Introduction

Presets give you easy access to change the most commonly used settings. Advanced settings help you to fine-tune the settings of your job, and give access to all settings.

When you tap the copy tile or scan tile in the home screen, a window with copy or scan presets and advanced settings opens. When you tap the print tile and tap the settings of a listed job, the window with print presets and advanced settings opens.



No	Component	Function
1.	[preset tiles]	<p>The preset tiles show the default settings for your job.</p> <ul style="list-style-type: none"> The presets are divided into categories, such as [Media], [Layout] etc. When you tap a preset tile, it gives quick access to a short list of other presets you can choose.
2.	[job pane]	<p>The [job pane] helps to manage jobs.</p> <ul style="list-style-type: none"> Information is given on your job. Make sets. Delete a job. Tap a tile to switch between the presets/settings window and a window with a preview of the document (only for Smart Inbox jobs). Start a job with the green button.
3.	[Show all settings] (Advanced settings)	<p>When you tap on [Show all settings], a list with all the advanced settings opens.</p> <ul style="list-style-type: none"> The advanced settings are categorized and presented as tiles. When you tap a tile you can fine-tune the settings.

The settings concept

Introduction

The multi-touch user panel offers the possibility to make settings for your job locally. There are two levels when you want to change settings on the user panel:

- **Presets:** a combination of settings that are used often. It takes only a few steps to make new settings. Presets give you easy access to change the most commonly used settings.
- **Advanced settings:** all settings. It takes more steps to make new settings. With the advanced settings you can fine-tune each setting individually.

The home screen

- When you tap the copy or scan tile on the multi-touch user panel, a new window with presets opens.
- When you tap the print tile and tap the settings of a listed job, a new window with the print presets opens.

Presets

The copy, scan, and print menus, each have their own categories of presets.

- [Media], [Layout], [Image], and [Finishing] are the categories for copy and print.
- [File] and [Original] are the categories for scan.
- Per preset category, the default setting is visible in the preset tile. When you tap the tile, a short list with the other presets is shown.

Advanced settings

In the same window, under the list of presets, a line with [Show all settings] is displayed.

- When you tap on [Show all settings] a list of tiles with all the available job settings opens.
- When you tap a tile, you can change and edit your settings.

The locations

Introduction

When you tap the print tile on the user panel twice a window with locations opens. When you tap the scan tile, the locations are shown in the Smart Access. Location tiles can be:

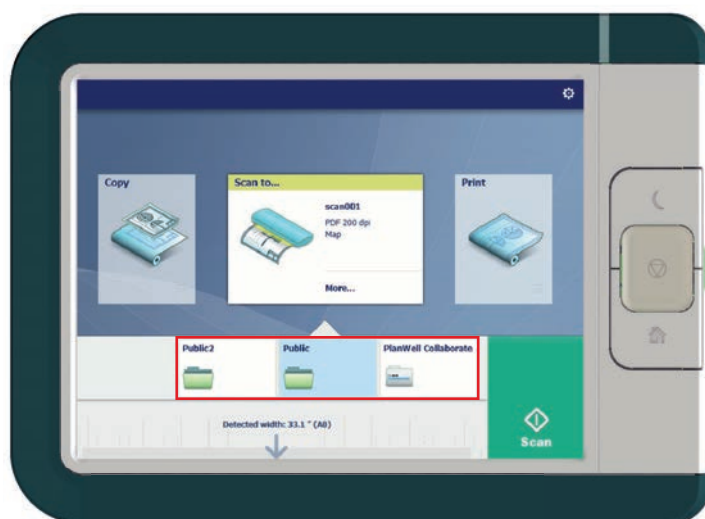
- The **Smart Inboxes** location.
Default and always presented. When you tap the Smart Inboxes tile, a window with all Smart Inboxes opens. So when you create a personal Smart Inbox, you can find it under the general Smart Inboxes tile.
- A **USB** location.
Presented when you insert a USB device
- **Remote** locations via [FTP] or [SMB].
Presented when you create an external location via [FTP] or [SMB].
- A **cloud** location via [WebDAV].
Presented when you create an external location via [WebDAV].
- **PlanWell Collaborate** Arc document solution application.
Presented when you create an external location via [PlanWell® Collaborate].
When you tap one of these locations, a window with a list of the location's folders and files opens. You can select a file and tap the green button to print your file.



NOTE

For more information on how to configure and create an external location see, [Configure your locations on page 126](#) and [Create an external location on page 129](#).



1. Locations




Function

The external locations are presented as Smart Inboxes, USB or as the remote locations you created in Océ Express WebTools.

2. Preview thumbnail

Function	
<p>When you open a location folder, a window opens with files listed as jobs. The print jobs have a preview thumbnail.</p> <p>Tap the preview thumbnail to open a large preview window of your job.</p> <div> NOTE This is only possible for jobs in the Smart In-boxes.</div>	

3. Job settings

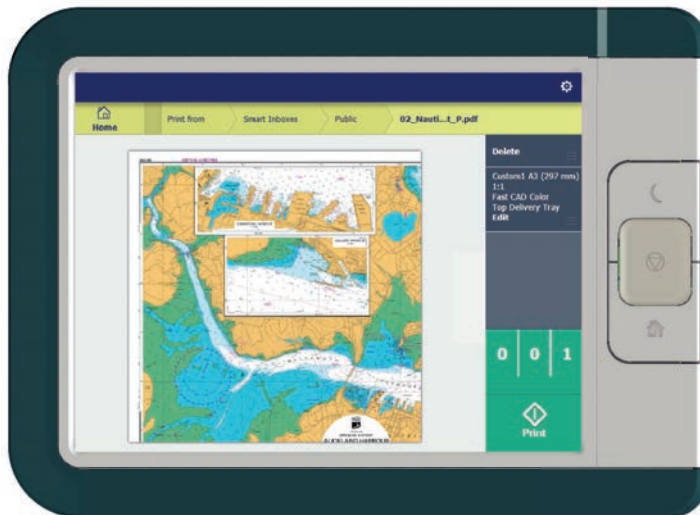
Function	
<p>When you open a location folder, a window opens with files listed as jobs. The jobs are listed with the job settings.</p> <p>Tap the job settings to open the window with presets and advanced settings. You can make changes here before you print the job.</p>	


Job preview

Introduction

The multi-touch user panel offers a detailed preview of your job. Touch the preview thumbnail in the Smart Inbox to access the preview window.

Job preview



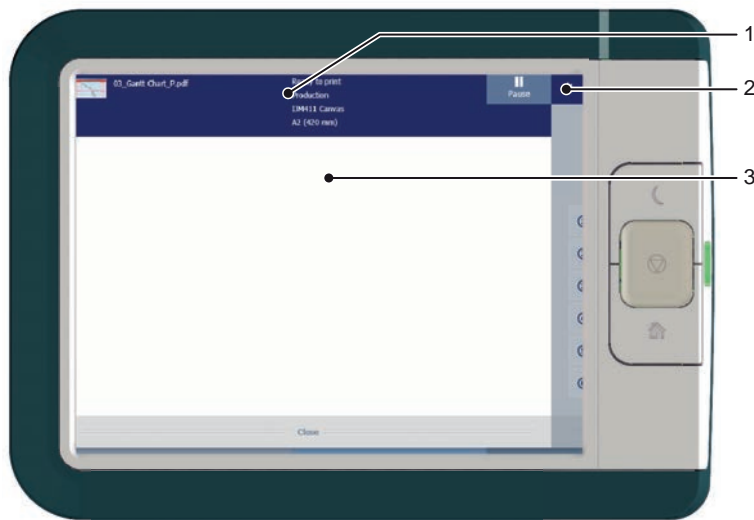
Component	Function
Job preview	<p>You can pan the image to see it in more detail.</p> <p>You can shift between the various job files that are part of one location. Swipe left or right to view the other job files.</p> <p>Tap the Edit tile in the job pane to open the preset window.</p> <p>In the preset window, tap the View tile to go back to the preview window.</p> <p> NOTE If you have a multi-page job, you can only view the first page.</p>

The job queue and the system menu

Introduction

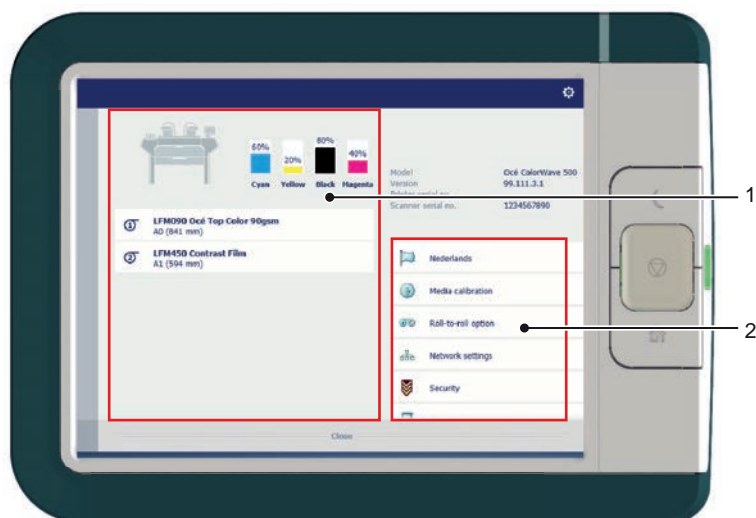
The dynamic bar is located in the upper part of the home screen on the user panel display. The dynamic bar consists of the active job with the job queue, and the system menu.

The active job and the job queue



No.	Component	Function
1.	[active job]	Job information of the active job and the printer status is displayed.
2.	[system menu]	Tap the system menu thumbnail to access the system menu.
3.	job queue	Tap on the active job to open the job queue window. <ul style="list-style-type: none"> • See all the listed jobs and access them when you tap the job settings. • Move the listed jobs up or down the list.

System menu



No.	Component	Function
1.	Printing system, media, and toner	<ul style="list-style-type: none"> The loaded media in the printer is displayed. The available toner per color is displayed. Wizards appear, to help you change media or refill toner.
2.	[setup menu]	<p>The [setup menu] gives general information on the printer. In the list you can get access to:</p> <ul style="list-style-type: none"> [Media calibration] [Roll-to-roll option] (with optional take-up module) [Network settings] [Security] [Clear system] [Test prints] [Counters] [Scanner calibration] (with optional scanner) [Install additional hardware] [Printer calibration] [System update]

Start with the default jobs

The Smart Inbox process for copy, scan and print jobs

Introduction

Use the Smart Inbox to manage and store your jobs. Define one or more Smart Inbox names that allow you to easily organize and access your jobs.

With the Océ ColorWave 500:

- The Smart Inbox can not only be used in Océ Express WebTools, but also on the Océ ClearConnect multi-touch user panel.
- The Smart Inbox offers a range of possibilities for print, copy and scan jobs. The functionality of the Smart Inbox differs with the various jobs.

Context:

- For more information on the Smart Inbox concept in Océ Express WebTools, see [The Smart Inbox and the queue concept on page 86](#)
- For more information on how to create Smart Inboxes see, [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 94](#) and [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#)

The Smart Inbox process for copy jobs


	Function	Location
1	View the copy job <ul style="list-style-type: none"> • Open the Smart Inbox location on the user panel, tap the copy job and view the image. • Open the Smart Inbox in Océ Express WebTools, tap the icon in front of the job to view the image. 	User panel/Océ Express WebTools
2	Store a copy job in the Smart Inbox temporarily Enable the functionality in Océ Express WebTools, to store copy jobs in the Smart Inbox temporarily. This way you can manage and reprint jobs on the system.	User panel/Océ Express WebTools

The Smart Inbox process for scan jobs

	Function	Location
1	Scan a job to a Smart Inbox Scan a document on the printer, the public Smart Inbox is the default location you scan to. Choose another Smart Inbox as your location in the Smart Access of the user panel.	User panel
2	View the scan job <ul style="list-style-type: none"> • Open the Smart Inbox location on the user panel, tap the scan job and view the image of the file. • Open the Smart Inbox in Océ Express WebTools, tap the icon in front of the job to view the image. 	User panel/Océ Express WebTools

	Function	Location
3	Collect the scan job <ul style="list-style-type: none"> When you have sent the file to a Smart Inbox, the scan job can be collected in Océ Express WebTools. Via the [Jobs] tab, you can open the preferred Smart Inbox and select the job you want to save locally. You can also choose to collect your scan job via Océ Mobile WebTools. Open Océ Mobile WebTools on your mobile device, select and open your Smart Inbox. Select the scan job and save it locally. 	Océ Express WebTools/Mobile device
4	Store a scan job in the Smart Inbox temporarily <p>Enable the functionality in Océ Express WebTools, to store scan jobs in the Smart Inbox temporarily.</p> <p>This way you can manage and reprint jobs on the system.</p>	User panelOcé Express WebTools

The Smart Inbox process for print jobs

	Function	Location
1	Send a print job from a Smart Inbox <ul style="list-style-type: none"> From your preferred Smart Inbox in Océ Express WebTools, send a print job to the queue. From your preferred job submitter, send a print job to the queue. Select via which Smart Inbox you want to submit the job to the queue. 	Océ Express WebTools/Job submitter
2	Print a print job on the printer <p>When you have sent the job, go to the printer and find your job in the Smart Inbox.</p> <p>Change the settings, and tap the green button to print your job.</p> <p>Via the Smart Access in the home screen you can also view all the other unprinted jobs. Select a job and tap the green button to print.</p> <p> NOTE This procedure applies when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see Direct print on page 227.</p>	User panel
3	View the print job <ul style="list-style-type: none"> Open the Smart Inbox location on the user panel, tap the print job and view the image of the file. Open the Smart Inbox in Océ Express WebTools, tap the icon in front of the job to view the image. 	User panelOcé Express WebTools
4	Store a print job in the Smart Inbox temporarily <p>Enable the functionality in Océ Express WebTools, to store print jobs in the Smart Inbox temporarily.</p> <p>This way you can manage and reprint jobs on the system.</p>	User panelOcé Express WebTools

Do a default copy job

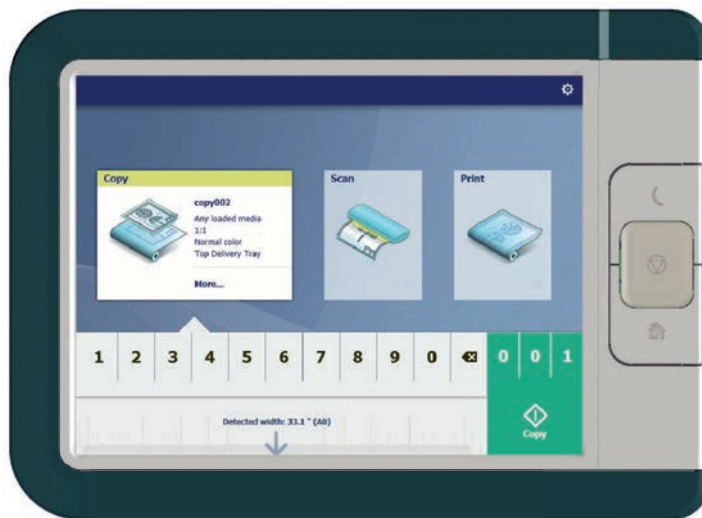
Introduction

When you want to copy an original and you do not make any settings, the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Procedure

1. Feed the original face up and centered on the original feeding table.
The copy tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



NOTE

Tap on [Release the original] under the Smart Access to release your original from the scanner.

Do a default scan job

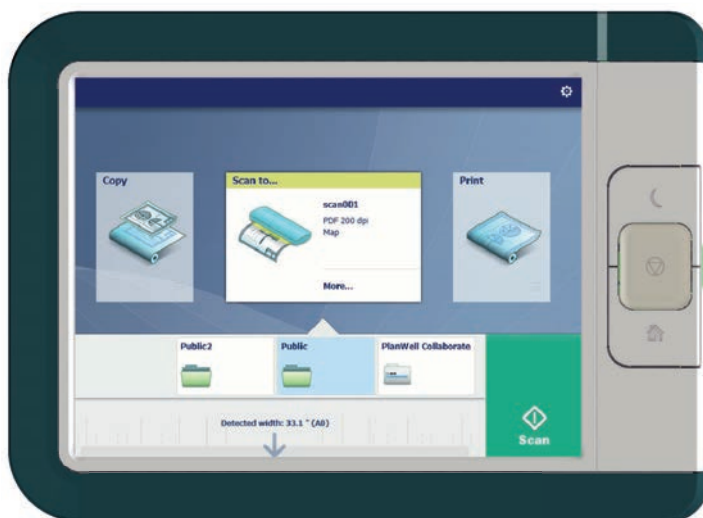
Introduction

When you want to scan an original and you do not make any settings, the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button. When you do not select a location the file is sent to the public Smart Inbox.



NOTE

Tap on [Release the original] under the Smart Access to release your original from the scanner.

Result

A scan-to-file is made and sent to your preferred location. As default, you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Do a default print job

Introduction

When you want to print a job and you do not make any settings, the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

Océ Publisher Express	<i>Use Océ Publisher Express to send a print job on page 210</i>
Océ Publisher Select	<i>Use Océ Publisher Select to send a print job on page 213</i>
Océ Wide format Printer Driver for Microsoft® Windows®	<i>Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job on page 215</i>
Océ Postscript Driver	<i>Use the Océ PostScript® 3 Driver to send a print job on page 217</i>
Océ Publisher Mobile	<i>Use Océ Publisher Mobile to send a print job on page 218</i>
Océ Mobile WebTools	<i>Print from your mobile device on page 220</i>

Or submit a job via

LPR	<i>Use LPR to send a print job on page 222</i>
FTP	<i>Use FTP to send a print job on page 221</i>
The cloud (WebDAV)	<i>Use the cloud to send a print job on page 223</i>
PlanWell Collaborate	<i>Use the cloud to send a print job on page 223</i>
USB	<i>Print from a USB key on page 228</i>

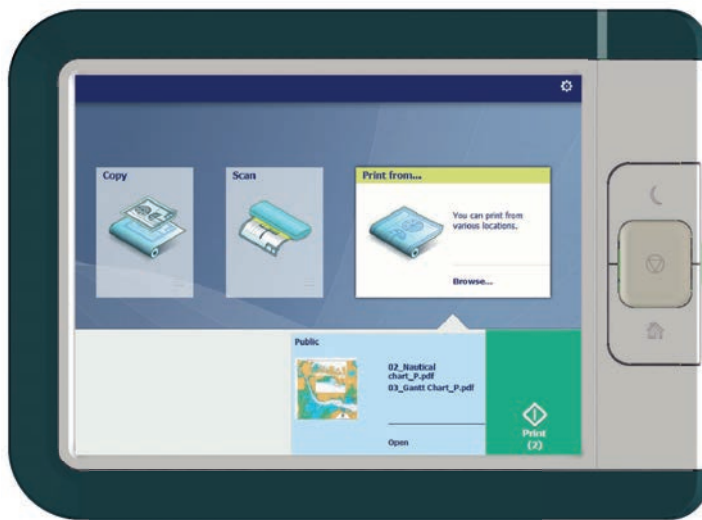


NOTE

This following procedure applies when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see [Direct print on page 227](#).

Procedure

1. After you have submitted a job to the printer, tap the print tile on the user panel to open the list of locations.
2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the green button, next to the job settings.

The cloud

Introduction

The multi-touch user panel gives the user the opportunity to print from and scan to various locations. One of these locations is the cloud.

You can enter the cloud via WebDAV and use it as a network drive. This way, the cloud application of your choice is accessible.



NOTE

- For more information on how to configure the cloud as an external location, see [Create an external location on page 129](#).
- Note that WebDAV is the type selected when creating a cloud location. For more information on how to use the cloud for print jobs, see [Use the cloud to send a print job on page 223](#).

Concept of the cloud

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Working with the cloud on the Océ ColorWave 500 is very easy:

Procedure	Description	Via
Connection	Make a connection between your preferred cloud application and the printer. To do this, create an external location in Océ Express WebTools via WebDAV .	Océ Express WebTools
For print jobs:	Open the cloud application locally.	PC or mobile device
	Add and save the file you want to print, in the cloud. Or send your file to the printer in the cloud.	PC or mobile device
	Open your cloud application as location, in the Smart Access of the print tile.	user panel
	Select the file you want to print.	user panel
	Tap the green button.	user panel
For scan jobs:	Insert the original and select the preferred settings.	user panel
	Select your cloud application as location, in the Smart Access of the scan tile.	user panel
	Tap the green button.	user panel
	Open the cloud application on your PC or mobile device, and find the scanned file there.	PC or mobile device

Chapter 3

Define your Workflow with Océ Express WebTools

Introduction

Océ Express WebTools

Introduction

Océ Express WebTools is an application that runs embedded on your printer. You can use an Internet browser (Microsoft® Internet Explorer, Mozilla Firefox or Google Chrome) to open the homepage of Océ Express WebTools on your computer or mobile device.

You can use Océ Express WebTools to:

- Send print jobs to the printer with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system.
When you want to change settings in Océ Express WebTools, you must log in with one of three predefined user roles. For more information, see [User roles and authorizations on page 102](#).
- Monitor the status of the printing system.

How to access Océ Express WebTools

To access Océ Express WebTools:

- Enter the hostname of the printer, for example `http://ColorWaveXXX`, in the web browser.
or
- Enter the printer's IP address, for example `http://123.123.23.123`, in the web browser.

For the hostname or the IP address of the printer contact your system administrator. You can also find these properties on the user panel under [system menu] - [Network settings].



NOTE

When Océ Express WebTools does not appear, contact the network administrator to check the network parameters. Check whether the printer's network settings have been registered in the network infrastructure.

[Jobs] tab

The Jobs tab contains 4 different sections. You can create a new job, you can see an overview of the jobs in the Job queue and the Scan queue and you can find an overview of every [Smart Inbox] that currently contains one or more jobs.

[Preferences] tab

The [Preferences] tab contains the default settings to fine-tune the system to optimally fit your company's workflow and processes. You can set default settings for the system and for print jobs, copy jobs, and scan jobs. Furthermore you can manage fold templates.

[Configuration] tab

The [Configuration] tab contains the settings to install the system in your infrastructure, according to your standards. These settings are configured during installation and do not need frequent adjustment. You can also manage External locations and Smart Inboxes.

[Media] tab

The [Media] tab contains the settings to manage the media types and media sizes that can be used on your system.

[Security]

The [Security] tab contains the security related settings. You can also manage the server certificates.

[Support] tab

The [Support] tab contains the tasks that involve contact with your local representative. You can manage for example the system patches, security patches and the licenses. You can also make a connection with remote service to check and control your system.

[System] tab

The [System] tab gives an overview of the current status of the printing system. You can open the [System] tab in the lower left corner of the Océ Express WebTools screen.

Set the security settings for Microsoft Internet Explorer

Introduction

You can use a web browser to open the home page of Océ Express WebTools. Depending on the Internet browser you use, set the required minimum browser security settings as indicated below.



NOTE

You must enable cookies.

Step	Action	Value
1	Select Tools / Internet Options / Security / Local intranet / Custom Level	
2	ActiveX controls and plug-ins	
	Binary and script behaviours	Enable
3	Downloads:	
	File download	Enable
4	Miscellaneous	
	Allow META REFRESH	Enable
	Launching applications and unsafe files	Enable
	Use Pop-up blocker	Disable
5	Scripting	
	Active scripting	Enable

Set the security settings for Mozilla Firefox

Introduction

You can use a web browser to open the home page of Océ Express WebTools. Depending on the Internet browser you use, set the required minimum browser security settings as indicated below.



NOTE

You must enable cookies.







Step	Action	Value
1	Select Firefox / Options / Options	
2	Content	
	Block pop-up windows	Disable
	Enable Javascript	Enable

The job states







Introduction

When a job is placed in a Smart Inbox or in the job queue, the icon in front of the job name gives information about the status of the job.

Overview of the job states in the Smart Inbox

State	Icon	Description
Receiving		Indicates that the Smart Inbox is receiving the job data.
New		Indicates that a new job is available in the Smart Inbox.
Queued		Indicates that the job is copied to the queue and waiting to be printed.
Printed		Indicates that the job has been printed.
Attention needed		General error message.
Account data missing		State when the account data for the job is missing.

Overview of the job states in the Job queue

State	Icon	Description
Receiving		Indicates that the Queue is receiving the job data.
Processing		Indicates that the Queue is processing the job data.
Ready to print		Indicates that the job is ready for printing.
Scheduled		Indicates that the job is waiting to be printed.
Printing		Indicates that the job is currently being printed.
Attention needed		General error message.















The system monitor

Introduction




You can open the system monitor to get an overview of the current status of the printing system. When you click on the system tab in the lower left corner of the screen, the system monitor opens.

The system state (for example: [Printing:]) is displayed in the upper right corner of the system monitor section of Océ Express WebTools.

Overview of the system states

State	Icon	Description
[User intervention re-quired]		The user is requested to go to the printer and follow the instructions displayed on the user panel.
[System memory is full]		Status message when printer does not print because the system memory is full.
[Out of toner]		Status message when printer does not print because the printer is out of toner.
[Sleeping...]		Energy saving state: State when not all functionality is available due to printer sleeping.
[Warming up...]		State when not all functionality is available due to printer warming up.
[Initializing...]		State when the system software is initializing.
[Printer paused]		The system pauses the print queue but keeps access to all other functionality.
[Processing...]		The system is receiving or processing data.
[Ready to print]		State when there is no active job and no waiting job. When a job arrives, no user intervention is needed to start printing.
[Printing:] <job-name>		State when a print job is active.
[Processing:] <job-name>		The system is processing the job data.
[Receiving:] <job-name>		The system is receiving the job data.
[Optimizing print quality, please wait...]		The system is making settings to optimize the print quality.
'Media indication'		Roll media and roll width indication for each roll.



The scanner states

State	Icon	Description
[User intervention required]		General error message.
[Scanner is busy]		The scanner is active.
[Scanner is ready]		The scanner is ready to start a scan job.


The toner states

Icon	Description
	Toner OK
	Toner low, or empty.


The Remote Service States

Icon	Description
no icon	[Remote Service] is either disabled or enabled and connected to Océ.
	[Remote Service] is enabled, but could not connect to Océ.
	Remote assistance to the system is enabled and currently accepting a connection.

The E-shredding states

Icon	Description
no icon	E-shredding is disabled.
	E-shredding is enabled or busy. A tooltip is available with extra information.

The Roll-to-roll states

Icon	Description
no icon	The system is in Roll-to-sheet mode
	The system is in Roll-to-roll mode. The printer will not cut between pages. The take-up unit can be used.

Define your Printing System Default Settings

About the default settings in Océ Express WebTools

Definition

Before you send jobs to the printer, remember the following:

The values defined in Océ Express WebTools are default values for the general system behavior. You can define a number of job settings in the Océ printer drivers or the Océ job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the settings defined in Océ Express WebTools.

Set another language for Océ Express WebTools

Introduction

The language setting of the Internet browser you use defines the language of Océ Express WebTools.

The following languages are supported: Dutch, UK English, German, French, US English, Spanish, Danish, Italian, Swedish, Norwegian, Finnish, Portuguese, Polish, Hungarian, Czech, Japanese, Simplified Chinese, Traditional Chinese, Russian and Korean.



NOTE

- This language setting does not influence the language on the user panel. On the user panel, you can choose between the [First language] and the [Second language]. You can define the values for the [First language] and the [Second language] in the regional settings of Océ Express WebTools.
- When the selected language cannot be supported, the default language for Océ Express WebTools

Change the language settings in Internet Explorer

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.



NOTE

The Internet options may be found under a different menu depending on which version of Microsoft Internet Explorer version you use.

Procedure

1. Open Microsoft Internet Explorer.
2. Click on the [Tools] icon next to the browser toolbar.
3. Click on [Internet options]. The Internet options window appears.
4. Click on the [General] tab.
5. Click on the [Languages] button at the bottom of the window. Another window opens.
6. Select the preferred language Click the [Add] button, when you need to add a new language to the list.
7. Click [Move up] to move the language to the top of the list.
8. Click [OK] to confirm or [Cancel] to reject, in both windows.
9. Click on the [Refresh] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

Change the language settings in Google Chrome

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.

When to do



NOTE

It is possible that the internet options are put under a different menu, depending on the Google Chrome version you use.

Procedure

1. Open Google Chrome.
2. Click on the three-lined [Menu] icon next to the browser toolbar.
3. Click on [Settings].
4. Click on [Show advanced settings].
5. Click on [Language and input settings...]. The languages window opens.
6. Select the preferred language Click on the [Add] button, when you need to add a new language to the list.
7. Click on the preferred language and drag it to the top of the list.
8. Click on [Done] to confirm your entry.
9. Click on the [Refresh] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

Change the language settings in Mozilla Firefox

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.



NOTE

It is possible that the options menu is put under a different menu, depending on the Mozilla Firefox version you use.

Procedure

1. Open Mozilla Firefox.
2. Click on [Firefox] in the upper left hand corner of the window.
3. Click on [Options] - [Options]. The Options window opens.
4. Click on the [Content] tab.
5. In the [Languages] section click on the [Choose...] button. The languages window opens.
6. Select the preferred language Click the [Add] button, when you need to add a new language to the list.
7. Click [Move up] to move the language to the top of the list.
8. Click [OK] to confirm or [Cancel] to reject, in both windows.
9. Click on the [Reload] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

How to edit a setting

Introduction

In Océ Express WebTools, you can make settings to personalise your printing system.

Procedure

1. Browse to the settings group you want to edit, for example [Preferences] - [System defaults] - [Regional settings].
2. Click directly on the value of a setting, when you want to edit a single setting
or
click [Edit] in the settings group bar to access a window with all settings if you want to edit more settings in the group.



NOTE

Before you can edit a setting or a settings group, you must log in as an authorized user.

3. Modify the settings. A setting is enabled when you check the box.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

View and check the settings

Introduction

In Océ Express WebTools you can view and check your settings. You can also check which settings are no longer set to the factory default value.

Procedure

1. Open the [Configuration] tab or the [Preferences] tab.
2. Click on [View configuration] in the upper right-hand corner of the screen. A window opens.
3. Scroll through the list of settings. The first column displays the setting and the second column displays the values. A "*" indicates that the value of the setting is different than the original factory default value.



NOTE

You can print the information with the standard print function of your browser.

Save the settings in a file

Introduction

Save the settings and the values that you configured in Océ Express WebTools in a file.

Save the settings in a file to duplicate the settings very easily to another printer of the same type.



NOTE

Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings cannot be transferred to another printer. The passwords for authorized users and the passwords for external locations are excluded from the file for security reasons. License information is not included in the file either.

Procedure

1. Open the [Configuration] tab or the [Preferences] tab.
2. Click on [Save configuration] in the upper right-hand corner of the tab. A window opens.
3. Navigate to a location on the network to store the file.
4. Save the settings<hostname of printer><date>.xml file. The file name is not fixed. You can change the name if required.
5. Click [Ok] to confirm, or [Cancel] to close the window without storing the file.

Load the settings from a file

Introduction

Load the settings and the values for Océ Express WebTools from a file. Load the settings from a file to duplicate them to another printer of the same type.



NOTE

- Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings cannot be transferred to another printer. The passwords for authorized users and the passwords for external locations are excluded from the file for security reasons. License information is not included in the file either.
- For this procedure, you need to log in as a Key operator, System administrator, or Power user. The loaded settings depend on the login profile. Only the settings corresponding to the user login are loaded.

Procedure

1. Open the [Configuration] tab or the [Preferences] tab.
2. Click on [Restore configuration] in the upper right-hand corner of the screen. A window opens.
3. Navigate to a location on the network and select the settings file.
4. Click [Ok] to load the settings file, or [Cancel] to close the window without loading the settings file.

In some cases a reboot dialog will appear.

Result

The values of the settings in the settings file overwrite the current values. The network configuration settings of the system and the passwords are not loaded to prevent connectivity problems and to guarantee the integrity of the passwords.

Restore the factory defaults

Introduction

Sometimes you want to go back to the initial settings. You can restore the factory default settings in Océ Express WebTools.



NOTE

Log in as a Key Operator to only restore the Key Operator settings. Log in as a System Administrator to only restore the System Administrator settings. To restore all the factory default settings you must log in as a Power User.

Procedure

1. Open the [Configuration] tab, or the [Preferences] tab.
2. Click on [Restore defaults] in the upper right-hand corner of the screen. A window opens.
3. Click [Ok] to restore the factory default settings, or [Cancel] to close the window without restoring the factory defaults.

Set the print job default settings

Definition

In Océ Express WebTools you can configure the default values for the print job settings.

The print job settings are grouped under the [Preferences] - [Print job defaults] tab. You can find a short explanation of the most important print job default settings below. Under the print job default settings you can also define the print presets that are visible on the user panel. For more information on the print presets, see [Set the default print preset on page 124](#).



NOTE

When you define print job settings in the printer drivers or the job submission tools, these values always overrule the default values defined in Océ Express WebTools.


Overview of the [Print job defaults] - [Basic] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Basic] and click Edit in the upper right-hand corner.

Setting	Description
[Number of sets]	Enter the default value for the number of times you want your jobs to be printed.
[Collate]	<ul style="list-style-type: none"> Select [On (sort by set)] to sort your output by set (123 - 123). Select [Off (sort by page)] to sort your output by page (11 - 22 - 33).
[Print delivery]	<ul style="list-style-type: none"> Select [Top Delivery Tray (TDT)] to default deliver your output in the Top Delivery Tray. Select [Back output] to default deliver your output at the back of the printer. Also select this option when you use the optional receiving rack or a folding device.
[Color mode]	<ul style="list-style-type: none"> Select [Color] to print in color mode. Select [Grayscale] to print in grayscale mode.

Overview of the [Print job defaults] - [Sheet] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Sheet] and click Edit in the upper right-hand corner.

Setting	Description
[Media source]	<p>Select the default output material and format for the media used on the printer.</p> <ul style="list-style-type: none"> Select [Automatic] to automatically select the media. Select the specific roll number of the media you want to use by default. <p>The system screen on the printer user panel displays the loaded rolls.</p> <div>  <p>NOTE You can only configure the Media selection policy setting, when Media source is set to [Automatic].</p> </div>

Setting	Description
[Media selection policy]	<ul style="list-style-type: none"> • Select [Automatic next larger] to allow the printer to use a media roll larger than the size of the print, when the exact size is not available. • Select [Automatic exact fit] to only allow the printer to use a media roll that has the exact media size of the print. When the media roll with the exact media size is not available a media request appears.
[Cut method]	<ul style="list-style-type: none"> • Select [Standard] to cut the print at a standard media size (DIN, ANSI etc.). • Select [Synchro] to cut the print at the end of the image. • Select [Custom] (numeric) to cut the print at a specific length.
[Custom print length]	Enter the cut length of your print job.
[Add leading strip]	When you enter a value, the printer adds a blank strip of the specified length at the top of the output.
[Add trailing strip]	When you enter a value, the printer adds a blank strip of the specified length at the bottom of the output.

Overview of the [Print job defaults] - [Layout] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Layout] and click Edit in the upper right-hand corner.

Setting	Description
[Scale]	<ul style="list-style-type: none"> • Select [Automatic scale to the media size] to scale the image to the media. • Select [Automatic scale down when image is larger than media] to scale down the image one format smaller than the original. • Select [Custom scale factor] to enter your own scale percentage, with 100 percent as no scaling.
[Mirror]	Select [On] to mirror the image along the vertical axis - the media transport direction.
[Rotation]	<p>Select any option to rotate the image counterclockwise.</p> <p>When you want to print faster, select [Auto rotate landscape]. You can print faster due to less media transport.</p> <p>Select [Auto rotate media saving] to use the media in the most efficient way.</p> <p>For more information, see Set the rotation mode on page 163.</p>
[Alignment]	<p>Select any of the options to define where to align the image on the media.</p> <p>For more information, see Set the alignment mode on page 164.</p>
[Horizontal shift]	Define how much you want the image to shift horizontally in the chosen alignment position.
[Vertical shift]	Define how much you want the image to shift vertically in the chosen alignment position.

Overview of the [Print job defaults] - [Image] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Image] and click Edit in the upper right-hand corner.

Setting	Description
[Print quality]	<p>Select [Océ Print Assistant] (OPA) to automatically select the best print quality based upon the content of the file or manually choose a print quality yourself.</p> <p>The choice of the print quality affects the speed of the job and the toner coverage.</p> <p>For more information, see Set the print quality on page 159.</p>

Set the copy job default settings

In Océ Express WebTools, you can configure the default values for the copy job settings.

The copy job settings are grouped under the [Preferences] - [Copy job defaults] tab. You can find a short explanation of the General copy job settings below. Under the copy job default settings, you can also make settings for the copy presets that are visible on the user panel. For more information on the copy presets, see [Set the default copy preset on page 120](#).

Overview of the [Copy job defaults] - [General copy job settings]

Open the [Preferences] - [Copy job defaults] settings tab. Click Edit in the upper right-hand corner of the [General copy job settings].

Setting	Description
[Media selection policy]	<ul style="list-style-type: none">• Select [Next larger] to continue printing with a larger size media.• Select [Exact size], to only continue printing when the specified media size is available.
[Start value for ### in the copy job name]	Fill in the number that replaces the # hashes in the name of copy files. The number increases.
[File name for copy to Smart Inbox]	Fill in the copy filename used to save the copy in the Smart Inbox. When the copy file name contains one or more # hashes, the # hashes are replaced by ascending numbers.

Set the scan job default settings

In Océ Express WebTools, you can configure the default values for the scan job settings.

The scan job settings are grouped under the [Preferences] - [Scan job defaults] tab. You can find a short explanation of the General scan job settings below. Under the scan job default settings, you can also make settings for the scan presets that are visible on the user panel. For more information on the scan presets, see [Set the default scan preset on page 122](#).





NOTE

The file extensions that are defined in Scan job defaults, cannot be changed on the user panel.

Overview of the [Scan job defaults] - [General scan job settings]

Open the [Preferences] - [Scan job defaults] tab. Click edit in the upper right hand corner of the [General scan job settings] section.

Setting	Description
[File extension for scan-to-PDF]	Enter any text string. The string is the file extension for scan-to-PDF (default: PDF).
[File extension for scan-to-TIFF]	Enter any text string. The string is the file extension for scan-to-TIFF (default: TIF).
[File extension for scan-to-JPEG]	Enter any text string. The string is the file extension for scan-to-JPEG (default: JPG).
[File extension for scan-to-CALS]	Enter any text string. The string is the file extension for scan-to-CALS (default: CAL).
[Scan delivery retry interval]	When a scan is delivered to a remote location and scan delivery fails, the printer retries after the time you set here.
[Start value for ### in the scan file name]	Fill in the number that replaces the # hashes in the name of scans to the Smart Inbox. The number increases after each scan.
[File name for scan to Smart Inbox]	<p>Fill in the scan file name used for scans to the Smart Inbox. When the scan file name contains one or more # hashes, the # hashes are replaced by ascending numbers.</p> <p> NOTE Note that you can always change the file name on the user panel. Touch the name on the screen before you start the scan, and fill in the new name.</p>
[Default destination for scan jobs]	<ul style="list-style-type: none"> • Select [Default Smart Inbox] to send the jobs to the Smart Inbox that has been set as default. • Select [Default external location] to send the jobs to the external location that has been set as default. <p> NOTE When you select [Default external location] and the enabled functionalities of the external location are set to [Print from only] or [None], the scan job cannot be sent to the external location and is sent to the [Default Smart Inbox]. For more information, see Set a default external location on page 131.</p>

Manage Jobs on your Printing System

The Smart Inbox and the queue concept

Definition

You can use the Smart Inbox for customized job management. A Smart Inbox works as a personal mailbox in which you can store jobs and where you can scan jobs to. Jobs that are waiting to be processed are visible in the Queue.

Concept	The Job queue	The Smart Inbox
User intention	<ul style="list-style-type: none"> • get the job printed as soon as possible 	<ul style="list-style-type: none"> • send jobs to the system • organize jobs
Used to	<ul style="list-style-type: none"> • get feedback of printer progress • cancel requests • change priority (local) 	<ul style="list-style-type: none"> • keep together sets of documents from various origin • organize documents over various Smart Inboxes, to easily retrieve jobs • reprint jobs or change settings of jobs that are already sent to the printer

Jobs in a Smart Inbox

You can use Smart Inboxes to manage your jobs. When you open the Jobs tab in Océ Express WebTools the Smart Inbox section displays an overview of the Smart Inboxes. Define one or more Smart Inbox names that allow you to easily organize and access your jobs.

Different kinds of Smart Inboxes can be created in Océ Express WebTools:

- You can create Smart Inboxes for print jobs. You create these Smart Inboxes in Océ Express WebTools under the Jobs tab. When you create a Smart Inbox for print jobs, it is only visible on your local browser. When you send a print job to the printer, the user panel will also display the Smart Inbox.
- An operator can create Smart Inboxes for scan jobs. The operator can create these Smart Inboxes in Océ Express WebTools under the Configuration tab. The Smart Inbox for scan jobs is visible on your local browser and on the user panel. This way the operator can organize the Smart Inboxes for scan jobs for departmental, project, or personal use.

In the printer driver application or job submitter, you can select the specific Smart Inbox you want to print to.

Under the [Preferences] - [System defaults] - [Job management] - [Override destination of print jobs] setting you determine whether a job is also sent to the Job queue. When a print job is kept in the Smart Inbox, you can start the print job manually on the user panel or in Océ Express WebTools.



The Smart Inbox and the queue functionality

Introduction

All print jobs sent via printer drivers, applications or one of the Océ Publisher job submitters are placed in a Smart Inbox. When jobs are being processed, they are visible in the Job queue or Scan queue.

Smart Inbox functionality

You can view and manage your jobs under the Jobs tab of Océ Express WebTools. The Smart Inbox section helps you control your jobs.

Functionality	Description
[View]	To view the image itself and show more job information, click on the job name in the Smart Inbox. You can also change the job name here.
[Delete]	To delete a job from the Smart Inbox, select the job and click [Delete].
[Edit]	To edit the job settings of a job select the job and click [Edit]. A window opens where you can change a limited number of job settings.
[Print]	To print a job select the job and click [Print]. The job is copied into the Job queue. The job remains in the Smart Inbox.  NOTE The [Preferences] - [System defaults] - [Job management] - [Keep completed jobs in the Smart Inbox] setting determines whether jobs that have been printed will be kept in the Smart Inbox for reprint or not.
[Save]	You can select a scan job and save it on a location on the PC.  NOTE Only one user can save a scan job at a time. If several users save a scan job, the downloads will take place one after the other. If a dialog to select the save location is still open, the download will not start.
[Send to...]	You can select a scan job and send it to a predefined external location.



NOTE

The View all Smart Inbox is only available when you enable the [Preferences] - [System defaults] - [Job management] - [Display a view on all Smart Inboxes jobs].

Job queue functionality

The print jobs in line waiting to be printed are listed in the Job queue.

Functionality	Description
[Top]	To increase the print priority of a job in the queue, you can select the job and click [Top] to place the job on top of the queue.
[Delete]	To delete a job from the queue, select the job and click [Delete].
[Delete all]	To empty the queue completely, click the [Delete all] button.

Scan queue functionality

The scan jobs in line waiting to be sent to the right location are listed in the Scan Queue. When a job is successfully sent, the job is removed from the queue.

Functionality	Description
[Delete]	To delete a job from the queue, select the job and click [Delete].
[Retry]	To retry to send a job, select the job and click [Retry].
[Send to...]	To send a job to a new destination, select the job and click [Send to...]. Then select the destination.

Use Smart Inboxes in a multiple-user environment

Introduction

A multiple-user environment is a working environment in which users directly send jobs to the printer and collect their own prints. In this environment it is important for a user to have easy access to personal jobs. Follow the steps to use the advised settings listed below.

Illustration



Advised settings

1. Open the [Preferences] - [System defaults] tab.
2. select [Edit] in [Job management],
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Disabled]
[Default destination of print jobs]	[Only Smart Inbox]
[Restrict remote actions on jobs to the Key Operator]	[No]
[Display Smart Inboxes in Océ Express WebTools]	[Disabled]
[Display a view on all Smart Inboxes jobs]	[No]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Disabled]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration timeout for Smart Inbox copy and scan jobs]	For example: 48 hours
[Default Smart Inbox]	[Public]

Use Smart Inboxes in a repro environment

Introduction

A repro environment is a work environment in which a repro operator handles all the jobs. In this environment the repro operator can use the Smart Inbox to organize his daily work. Follow the steps to use the advised settings listed below.

Illustration



Advised settings

1. Open the [Preferences] - [System defaults] tab.
2. select [Edit] in [Job management],
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Enabled]
[Default destination of print jobs]	[Both queue and Smart Inbox]
[Restrict remote actions on jobs to the Key Operator]	[Yes]
[Display Smart Inboxes in Océ Express WebTools]	[Enabled]
[Display a view on all Smart Inboxes jobs]	[Yes]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Enabled]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration timeout for Smart Inbox copy and scan jobs]	For example: 8 hours
[Default Smart Inbox]	[Public]

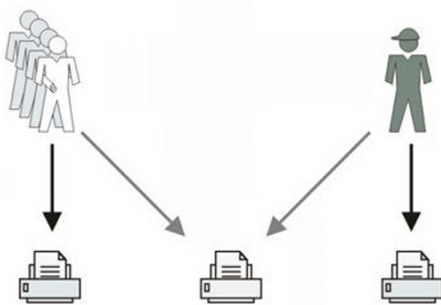
Use Smart Inboxes in a multiple-user and repro environment

Introduction

A multiple-user and repro environment is a working environment in which both users directly send jobs and collect their own prints at the printer. The system is also used by a repro operator.

In this environment it is important for a user to have easy access to his personal jobs, but it is also important for the repro operator to have an overview of all jobs. To make this process easier, the operator can create personal Smart Inboxes for the users. This way, the users can manage their own jobs and the operator can manage control. For more information on how to do this, see [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#). Follow the steps to use the advised settings listed below.

Illustration



Advised settings

1. Open the [Preferences] - [System defaults] tab.
2. select [Edit] in [Job management],
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Enabled]
[Default destination of print jobs]	[Only Smart Inbox]
[Restrict remote actions on jobs to the Key Operator]	[Yes]
[Display Smart Inboxes in Océ Express WebTools]	[Enabled] Depends on customer requirements
[Display a view on all Smart Inboxes jobs]	[Yes]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Disabled]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration timeout for Smart Inbox copy and scan jobs]	For example: 8 hours

Setting	Value
[Default Smart Inbox]	[Public]

Create and open a Smart Inbox

Smart Inbox for print jobs

There are 3 ways to create and open a Smart Inbox for print jobs in Océ Express WebTools:

- In the Smart Inbox section under the [Jobs] tab.
See [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 94](#)
- In Publisher Express.
See [Create and open a Smart Inbox for print jobs \(Publisher Express\) on page 95](#).
- Under the [Configuration] tab.
See [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#).

Smart Inbox for scan jobs

Next to the Smart Inboxes for print jobs you can also create Smart Inboxes for scan jobs in Océ Express WebTools:

- Select the [Configuration] tab.
See [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#).

Create and open a Smart Inbox for print jobs (Smart Inbox section)

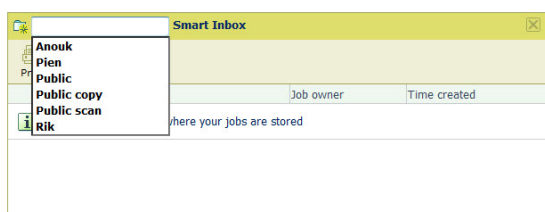


NOTE

- Note that the Smart Inboxes for print jobs created in the Smart Inbox section are only visible on your personal browser. When you send a print job to the specific Smart Inbox, that Smart Inbox also becomes visible on the user panel.
- Note that the Smart Inboxes for print jobs created in the Smart Inbox section are not permanent. Once the Smart Inbox is empty, it will disappear from the user panel.

Procedure

1. Select the [Jobs] tab.
2. Click on [Open Smart Inbox].
3. Click on the blank field to open a drop-down list with the Smart Inboxes available on your system. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.



4. Enter the name of the new Smart Inbox and press **Enter**, or select the desired Smart Inbox from the list.
The Smart Inbox is now displayed in the Smart Inbox section.

Create and open a Smart Inbox for print jobs (Publisher Express)

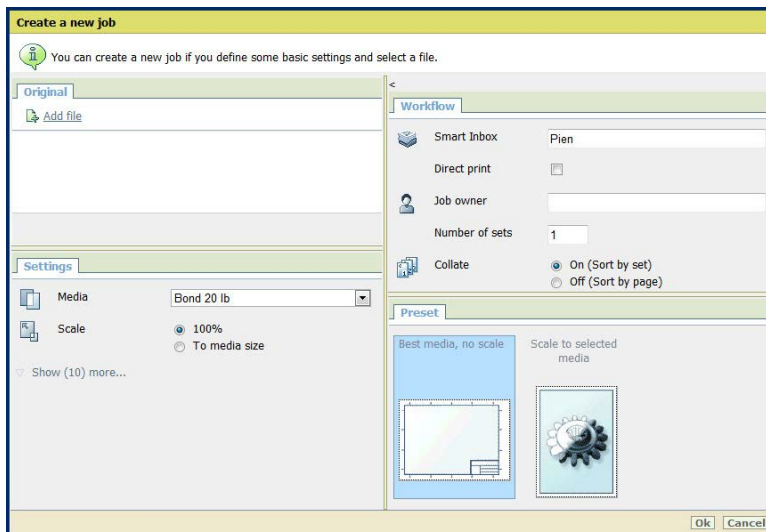


NOTE

- Note that with this procedure you not only create a Smart Inbox, but you also send a job to the printer.
- Note that the Smart Inboxes for print jobs created in Publisher Express are only visible on your personal browser. When you send a print job to the specific Smart Inbox, that Smart Inbox also becomes visible on the user panel.
- Note that the Smart Inboxes for print jobs created in Publisher Express are not permanent. Once the Smart Inbox is empty, it will disappear.

Procedure

1. Select the [Jobs] tab.
2. Click on [Create new job] in the Publisher Express section.
3. In the [Workflow] section, click on the Smart Inbox field. A drop-down list with Smart Inboxes that contain one or more jobs opens.



4. Select the desired Smart Inbox from the list, or enter the name of the new Smart Inbox and press **Enter**.
5. Click [Ok] to send the print job to the printer in the new Smart Inbox. The Smart Inbox is now displayed in the Smart Inbox section.

Create and open a Smart Inbox for scan jobs and print jobs

Introduction

In addition to the Smart Inboxes for print jobs, you can also create Smart Inboxes for scan jobs. You can create a Smart Inbox for scan jobs under the [Configuration] tab. The Smart Inbox is present as a scan location on the user panel. You can use the Smart Inbox also for print jobs.

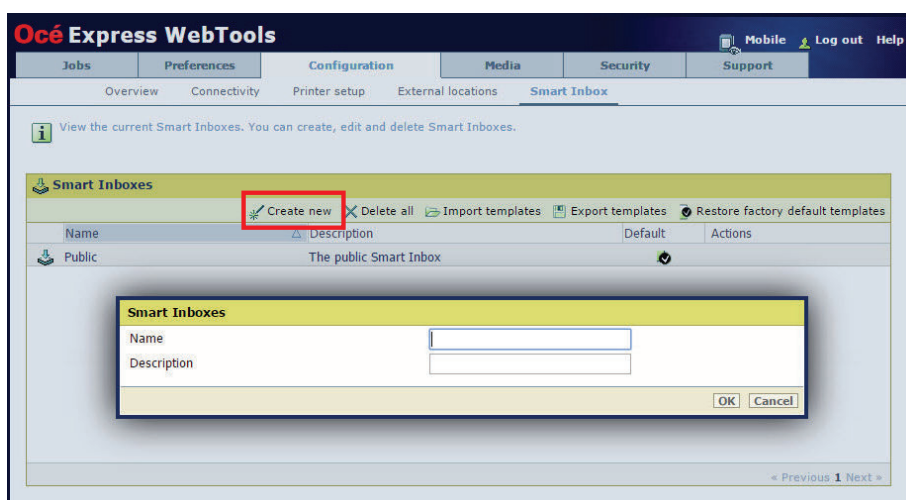


NOTE

After the time defined in Océ Express WebTools or when the Smart Inbox is full, jobs will be deleted from the Smart Inbox.

Procedure

1. Open the [Configuration] - [Smart Inbox] tab.
2. Click on [Create new]. A window opens



3. Enter a [Name] recognizable for the user. This name appears on the user panel.
4. Enter a [Description].
5. Click OK to confirm.

Result

The Smart Inbox is now displayed in the Smart Inbox section and is visible on the user panel as a location.

Store print, copy and scan jobs in the Smart Inbox

Introduction

In Océ Express WebTools, you can store your jobs in the Smart Inbox temporarily.

This way you can manage your jobs better and reprint any job you like.



NOTE

- Storing jobs in the Smart Inbox is temporary. Once the time set in Océ Express WebTools expires, your jobs are deleted from the Smart Inbox.
- Note that when the Smart Inbox is full, the oldest jobs are deleted.

Store jobs in the Smart Inbox

Enable the preferred setting in Océ Express WebTools to store jobs in the Smart Inbox.

Setting	Result
[Keep completed jobs in the Smart Inbox]	Print jobs sent from Océ Express WebTools are now stored in the Smart Inbox.
[Keep a copy of local print jobs in the Smart Inbox]	Print jobs send from the user panel are now stored in the Smart Inbox.
[Keep a copy of copy jobs in the Smart Inbox]	Copy jobs are now stored in the Smart Inbox.
[Keep a copy of scanned jobs in the Smart Inbox]	Scan jobs are now stored in the Smart Inbox.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. In the [Job management] section, select the preferred setting.
3. Check the box to enable the setting.
4. Click OK.

Set the expiration time-out for Smart Inbox jobs

Introduction

You can define the period of time jobs are stored in the Smart Inbox.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on "Edit" in the [Job management] section.
3. Set the preferred time for the [Remove completed jobs from the Smart Inbox after], and/or the [Expiration timeout for Smart Inbox copy and scan jobs] settings, for example 48 hrs.
4. Click OK.

The jobs are removed from the Smart Inbox at the defined time.

Result

Jobs are stored in the Smart Inbox for the defined period of time.

Close or delete a Smart Inbox

Introduction

In Océ Express WebTools you can also close or delete Smart Inboxes.

- You can close the Smart Inbox for print jobs on your browser in the [Smart Inbox] section.
- You can delete the Smart Inbox for scan jobs and print jobs under the [Configuration] tab.



NOTE

- When you delete a Smart Inbox, you only delete the view on the Smart Inbox, but not the content. To permanently delete the jobs from a Smart Inbox you must select the jobs in the Smart Inbox and click [Delete].
- The default 'Public' Smart Inbox cannot be deleted, and will always be present.

Close the Smart Inbox for print jobs in the Smart Inbox section

Step	Action
1.	Open the [Jobs] tab.
2.	Click on the X - button at the right hand side of the [Smart Inbox] bar.

Delete the Smart Inbox for scan jobs and print jobs

Step	Action
1.	Open the [Configuration] - [Smart Inbox] tab.
2.	Select the Smart Inbox you want to delete.
3.	On the right-hand side under [Actions], click on the X. If you want to delete all Smart Inboxes at once, click on [Delete all] in the upper right corner.

Configure your Network and Security Settings

Configure the network settings in Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. When you want to define more network settings, you can do so under the Configuration tab.



NOTE

For more detailed information on network settings, refer to the Océ PlotWave-ColorWave Systems Connectivity manual.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click [Edit] in the upper right hand corner of the [Network adapter] section. Here you can edit all the settings of the group in one window.
or
3. Click on a single setting in the list to edit only one setting.
For example, click on the value of the IP type setting to display a window where you can change the value.



NOTE

You can always find a short explanation of the setting in the tooltip.

4. Click on [Ok] to confirm or [Cancel] to reject your entries.

Set the link speed and duplex mode

Introduction

Use Océ Express WebTools to set the transmission speed and duplex mode for your network adapter.

Before you begin



NOTE

The list of values you can select depends on the network card type.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click on [Edit] in the [Network adapter] section or click on the [Link speed and duplex mode] setting.
3. Select the value. [Automatic detection] is default.
4. Click on [Ok] to confirm or [Cancel] to reject your entries.

User roles and authorizations

Introduction

You can view all settings in Océ Express WebTools, but when you want to edit a setting a message appears. This message indicates that the setting is password protected. You must log in with a password to change a setting.



IMPORTANT

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the passwords only when his rights have been enabled. Otherwise the system software has to be reinstalled.



NOTE

You do not need a password for daily use of the system.

Overview of user roles and authorizations

The table below displays the different user roles and the authorizations that belong to the role.

User role	Description
[Key operator]	Besides the normal use of the system, the Key Operator takes care of the system's daily maintenance. The Key operator is authorized to change all default settings in the Preference tab of Océ Express WebTools.
[System administrator]	The System administrator takes care of the integration of the system into the IT-infrastructure of the customer. The System administrator is authorized to change all settings in the Configuration tab of Océ Express WebTools.
[Power user]	The Power User is authorized to access all functionalities of Océ Express WebTools. It combines the Key operator and System administrator roles.

Log in as an authorized user

To change certain settings, you must log in as an authorized user. There are three user roles: System Administrator, Key Operator and Power User. They have authorization to edit specific groups of settings. You do not need to log in before you start a session. The system will only display a login screen when you want to perform a special action.

Upon login



NOTE

- Once you have logged in, the log in lasts for the duration of the browser session. If you have not been active for more than 30 minutes, the session expires and you need to login again.
- For security reasons it may be useful to periodically change the password for the three access modes in Océ Express WebTools.

Procedure

1. Click on the value of the setting you want to edit. A login window opens.
2. Select a user role from the drop-down list.
3. Enter the password.
4. Click [Ok] to confirm your entry.

Change the password for authorized users

When to do

For security reasons it is advised to periodically change the password of the three access modes (Key operator, System administrator, Power user) in Océ Express WebTools.



IMPORTANT

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the Key operator, System administrator, Power user passwords only when his rights have been enabled. Otherwise the machine has to be reinstalled.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Under the [Passwords] section, select [Key Operator password], [System Administrator password], or [Power User password] depending on the password you want to change. A new window opens.
3. Log in as:
 - Key operator to change the key operator password. The default key operator password is KeyOp.
 - System administrator to change the system administrator password. The default system administrator password is SysAdm.
 - Power user to change all the passwords. The default power user password is PowUsr.



NOTE

The passwords are case sensitive. You can only use characters from the following range:

A-Z	a-z
0-9	_ - ~ ! ? @ # \$ % ^ * + = , . : ; / [] () { }

You cannot use Chinese, Cyrillic or Japanese characters.

4. Enter the new password twice to confirm your input. The password is hidden.
5. Click [Ok] to confirm, or [Cancel] to reject your entries.

Shut down or restart the system



NOTE

For this procedure, you need to log in as a System Administrator.

To remotely shut down the printing system, you can click on [Shut down] in the Support tab of Océ Express WebTools.

When the printing system is on, you can also use this button to restart the system.

Enable User authentication

Introduction

You can enable User authentication in Océ Express WebTools.

With User authentication enabled:

- users have to authenticate to get access to the system
- users will see only their own jobs
- [Direct print] is disabled
- [Locking of the user panel via the Océ Wave interface] is disabled
- [Copy job priority] is disabled



NOTE

For more details on User authentication see the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open the [Security] - [Configuration] tab.
2. In the [User access mode] section, click on the [User authentication] field.
3. Change the [User authentication] setting to the required authentication.
 - [User name and password]: the user has to enter his credentials (domain, user name and password) to get access to the system
 - [Smart card]: the user has to use a smart card to get access to the system
A license is required for the use of a smart card.
4. Click OK to confirm.

Enable Access control

Introduction

When you want to control access to your printer, you need to enable access control in Océ Express WebTools. With access control enabled, you are able to choose up to five hosts who are allowed to communicate with the printer through your network. This amount of hosts allows for flexible configuration.

For each of the hosts you can decide whether the communication from this host to the system needs to be encrypted by IPsec.

Procedure

1. Open the [Security] - [Configuration] tab.
2. In the [Access control] section, click on the [Access control] setting.
3. Change the [Access control] setting from [Disabled] to [Enabled]. The setting is enabled when you check the box.
4. Click OK to confirm.

Access control and IPsec settings

Introduction

When access control is enabled, you can edit the access control settings.

[Access control] and IPsec settings

Under [Security] - [Configuration] - [Access control], you can set the following settings for each of the 5 stations:

Setting	Description
[Access control station 1]	Enable or disable communication of this host with the printer.
[Access control station 1: IPv4 address]	The IPv4 address of the host is allowed to connect to the printer.
[Access control station 1: IPv6 address]	The IPv6 address of the host is allowed to connect to the printer.
[IPsec station 1]	Enable or disable IPsec. IPsec is a security protocol that encrypts the communication between the host and the printer.
[IPsec station 1: Pre-shared key]	The key for encryption of this host connected via IPsec. If empty, the default preshared key is used.

For IPsec., you can set the following setting:

Setting	Description
[IPsec default pre-shared key]	This is the default key for encryption of hosts connected via IPsec. This key holds for all stations whose preshared key is unspecified.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Enable or disable the e-shredding function

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorized people from recovering deleted jobs. When the e-shredding function is enabled, you can select an e-shredding algorithm. You can enable the e-shredding function in Océ Express WebTools. By factory default, the e-shredding function is disabled.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open the [Security] - [Configuration] tab.
2. In the [E-shredding] section, click on the [E-shredding] field.
3. Select [Enabled] or [Disabled]. The setting is enabled when you check the box.



NOTE

When e-shredding is enabled, the system may require more time to process jobs.

4. Click OK to confirm.

Select the e-shredding algorithm

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorized people from accessing deleted jobs.

You can select one of the following algorithms:

- [Gutmann].
All jobs on the system are erased in 35 overwrite passes.
- [DoD 5220.22-M].
All jobs on the system are erased in three overwrite passes.
- [Custom] allows you to define the number of passes manually.

The factory default is [DoD 5220.22-M].



NOTE

Only set the number of overwrite passes to a number higher than 1 if your security policy requires it. An increase of passes can affect the performance.

Procedure

1. Open the [Security] - [Configuration] tab.
2. Click on [Edit] in the upper right hand corner of the [E-shredding] section.
3. Select the preferred method for the [E-shredding algorithm].
4. Click OK to confirm.

Specify the number of overwrite passes

Introduction

The e-shredding function allows you to erase jobs from the system. This prevents unauthorized people from accessing deleted jobs. You can manually enter the required number of overwrite passes. You can enter any number from 1 to 35. The factory default is 3.



NOTE

- Only set the number of overwrite passes to a number higher than 1 if your security policy requires it. An increase of passes can affect the performance.
- Note that more passes take more time.

Before you begin

Make sure that [E-shredding] is enabled. For more information see, [Enable or disable the e-shredding function on page 109](#).

Procedure

1. Open the [Security] - [Configuration] tab.
2. Under [E-shredding] click on [E-shredding algorithm] and select [Custom].
3. Under [E-shredding] click on [E-shredding custom number of passes].
4. Enter the required number of overwrite passes.
5. Click OK to confirm.

Remote security

Introduction

By default, the first certificate delivered for the use of HTTPS is an Océ self-signed certificate.

To ensure a fully trusted authentication, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate). In Océ Express WebTools you can generate the certificates.

When you use a certificate, the client station that submits the print can check the identity of the controller.

Remote security: certificates

- By default, Océ delivers an Océ self-signed certificate. This certificate provides encryption of the print data between the client and the controller. It can be easily used.
This self-signed certificate has not been signed by a Certification Authority, consequently the web browser will display a 'Certificate Error' message the first time you use the HTTPS protocol.
- When your security policy recommends it, the administrator can request and import a certificate delivered by a Certification Authority (CA-signed certificate).
For more information on how to do this, see [Generate a new CA-signed certificate request on page 113](#), and [Remote security: import a CA-signed certificate - Check and import the Root certificate into the workstation's browser on page 118](#).

Generate a new CA-signed certificate

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools, you can generate a certificate request yourself or you can import a predefined certificate via your computer or network. When generating a certificate request, you need to take the following steps.

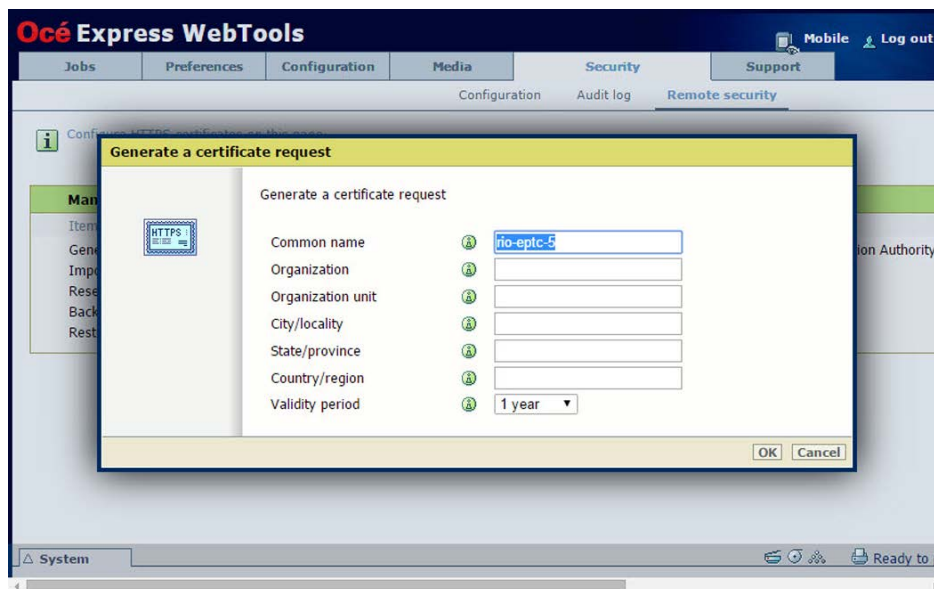


NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open the [Security] - [HTTPS] tab.
2. Click on [Generate a certificate request]. A window opens.



3. Make the required settings: fill in the fully required domain name or the IP address and the additional information.
4. Click [Ok] to save.

The web server generates a certificate request. The content of the request is displayed (plain text).

Example (fake request):

-----BEGIN NEW CERTIFICATE REQUEST-----

```
MIIBvDCCASQAwfDELMaKGA1UEBMCRIxDDAKBgNVBAgTA0IERjEQMA4GA1UEBxMHQ1JFVEV
J
TDEBEGA1UEChMKMT2NIIFBMVCBTQTEMMAoGA1UECxMDU05TMSowKAYDVQQDEyF0ZHM3M
DAtnZQw
LnNucy5vY2VjcmV0WIsLm9jZS5uZwZ8wDQYJKoZIhvcNAQEBBQADgY0AMIGJAoGBAJ2NKQM
d
HjiDZ1khzTJTORxHqjKl3AtE3PXqRsiHouTH5JTceYtaBjCnxCJ4pGKY5iKN8KJiJuZG8PHxY7o
W/+zpvxN2VtX7TcyTAvyCThUwL+cqo75tvODo5HMCUa2sLdl8GO9WMLpgZkxH5KzliO+Lcl4
yQbqhENynywS0C2ObXCq3yKsF74+XIO0swhoA2yfDp4T+LuF3wxys8IUH3ZhhkOYg==
```

-----END NEW CERTIFICATE REQUEST-----

5. Copy and paste the content of the request in a .csr file (named 'certificate_request.csr' by default).
6. Restart the controller
7. Send the content of this request to the Certification Authority.

Import a CA-signed certificate: Import the root certificate

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools, you can generate a certificate request yourself or you can import a predefined certificate via your computer or network. When you import the certificate you need to:

- **Import the root certificate**
- Import the intermediate certificate
- Import a CA-signed certificate
- Check and import the root certificate

Complete all procedures to successfully import the certificate.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open Océ Express WebTools
2. Open the [Security] - [HTTPS] tab.
3. Click on [Import CA-signed certificate]. A window opens.
4. Select [Root certificate] in Certificate type.
5. Browse to the Root certificate file and click on Open.



NOTE

The Root certificate may already exist in the web server certificates list.

6. Validate to confirm the import.
7. When the message [Certificate successfully imported.] pops up, go on to import the [Intermediate certificate].
8. Click [Ok] to save.

Import a CA-signed certificate: Import the intermediate certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- import the root certificate
- **Import the intermediate certificate**
- Import a CA-signed certificate
- Check and import the root certificate

Complete all procedures to successfully import the certificate.

Procedure

1. Open the [Security] - [HTTPS] tab.
2. Click on [Import CA-signed certificate]
3. Select [Intermediate certificate] in Certificate type.
4. Browse to the Intermediate certificate file and click on Open.
5. When the message [Certificate successfully imported.] opens, go back to the main page to import the [CA-signed certificate]

Import a CA-signed certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- Import the root certificate
- Import the intermediate certificate
- **Import the CA-signed certificate**
- Check and import the root certificate

Complete all procedures to successfully import the certificate.

Procedure

1. Open the [Security] - [HTTPS] tab.
2. Click on [Import CA-signed certificate].
3. Select [CA-signed certificate] in Certificate type.
4. Select 'Yes' to validate the certificate against Java root certificates and click 'Open'.
5. When the message [Certificate successfully imported.] pops up, restart the controller.
The certificate is now installed on the server.
Check and import (if needed) the CA Root certificate into the workstation web browser as well.
That will secure the complete data workflow between the workstations and the server.

Import a CA-signed certificate: Check and import the root certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- import the root certificate
- Import the intermediate certificate
- Import the CA-signed certificate
- **Check and import the root certificate**

Complete all procedures to successfully import the certificate.

Procedure

1. On each workstation, open the web browser.
2. Open the 'Certificates' option of the browser.
For Internet Explorer: In the Tools - Internet Options - Content window, open "Certificates".
3. Check whether the CA Root certificate is already displayed in the "Trusted Root Certification Authorities" list.
4. If it is not on the list, import the CA Root certificate.

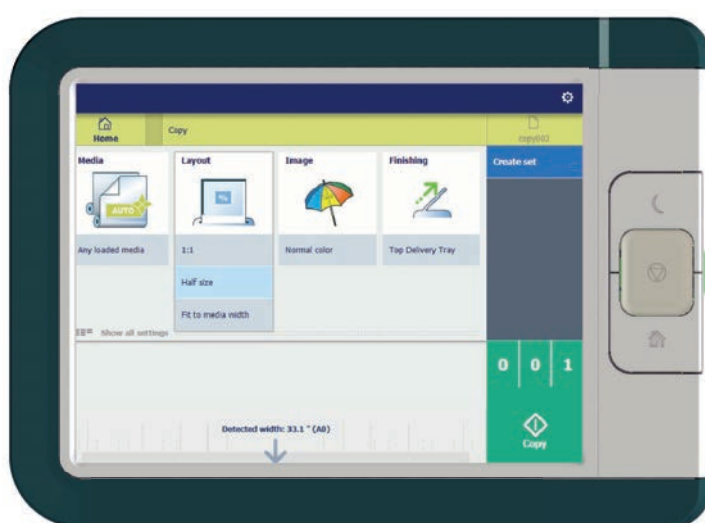
Configure the Presets

What you need to know about presets

Introduction

A preset is a predefined setting that is available on the user panel to easily perform print, copy, and scan jobs. The preset concept supports the green button approach. The default presets are automatically selected on the user panel, so you only have to press the green button to start a job with your predefined settings.

Presets on the user panel



When you tap the copy or scan tile on the user panel, a window opens with a list of presets. When you tap the print tile and tap the settings of a listed job, the print presets are shown.

Per preset category, the default preset is visible as a preset tile. When you tap the default tile, the other available presets are shown.

Set the presets in Océ Express WebTools

In Océ Express WebTools, you can make the settings for the print, copy, and scan presets. You only have to make the settings once and they will be visible on the user panel as presets.

Presets	Description
Default presets	The default presets support the green button approach. When you do not make settings, the printer uses the default presets for print, copy, and scan jobs. You can set the default presets in Océ Express WebTools.
Custom presets	When you want to use your own preferred settings, you can configure custom presets in Océ Express WebTools. Make the custom preset available on the user panel or set it as the default preset.

Set the default copy preset

Introduction

With a preset you can predefine the settings you need for a copy job.

Copy has four preset categories: [Media], [Layout], [Image], and [Finishing] For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

You can always find a short explanation of the setting in the tooltip.

Procedure

1. Open the [Preferences] - [Copy job defaults] tab.
2. Under [User panel configuration: Default presets for copy] select the preset category you want to change, for example [Default layout preset].
3. Select the setting you want to use as the default preset, for example [Standard half size].
When you want to make your custom preset default, select [Custom].
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom copy preset

Introduction

With a preset you can predefine the settings you need for a copy job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [Media], [Layout], or [Image]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Copy job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom image preset for copy].
3. Check the box next to the [Custom image preset for copy] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Original type] to [Blueprint] , and [Background compensation] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default copy preset on page 120](#).

Set the default scan preset

Introduction

With a preset you can predefine the settings you need for a scan job.

Scan has two preset categories: [File] and [Original]. For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

- Depending on the color mode and file type you select, the values for the compression mode and organization change. For more information on the correct settings, see [File type on page 271](#).
- You can always find a short explanation of the setting in the tooltip.

Procedure

1. Open the [Preferences] - [Scan job defaults] tab.
2. Under [User panel configuration: Default presets for scan] select the preset category you want to change, for example [Default File preset].
3. Select the setting you want to use as the default preset, for example [JPEG].
Select [Custom] to make your custom preset default.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom scan preset

Introduction

With a preset you can predefine the settings you need for a scan job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [File] or [Original]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Scan job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom Original preset for scan].
3. Check the box next to the [Custom Original preset for scan] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Original type] to [Photo] and set [Mirror] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default scan preset on page 122](#).

Set the default print preset

Introduction

With a preset you can predefine the settings you need for a print job from USB or an external location.

Print has four preset categories: [Media], [Layout], [Image], and [Finishing]. For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

You can always find a short explanation of the setting in the tooltip.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Under [User panel configuration: Default presets for print] select the preset category you want to change, for example [Default layout preset].
3. Select the setting you want to use as the default preset, for example [Standard half size]. Select [Custom] to make your custom preset default.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom print preset

Introduction

With a preset you can predefine the settings you need for a print job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [Media], [Layout], or [Image]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom image preset for print].
3. Check the box next to the [Custom image preset for print] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Mirror] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default print preset on page 124](#).

Configure External Locations

Configure your locations

Introduction

On the user panel, you can find a list of locations you can scan to and print from.

To this location you send your scanned files for storage, or you save files on this location and you send them to the printer.

You can define the external locations under the [Configuration] - [External locations] tab in Océ Express WebTools.

Type of locations

You can scan to and print from various location types.

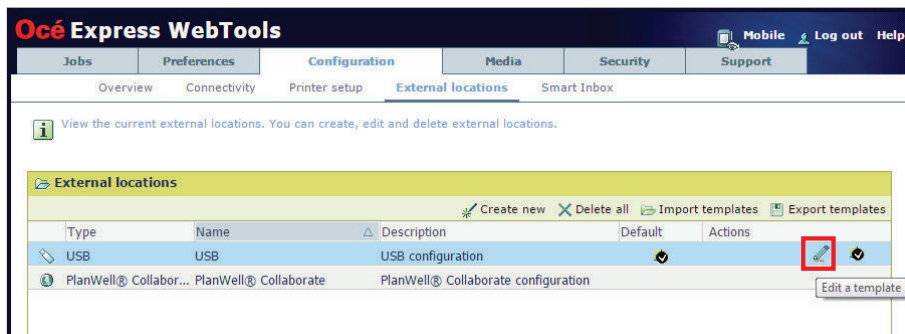
Location type	Location type description
[Smart Inbox]	If you select this location, you can print from your personal Smart Inbox, or your scanned file is sent to the Smart Inbox of your choice.
[USB]	If you select this location you can print from or scan to the USB Mass storage device you inserted in the user panel.
[FTP]	If you select this location you can print from or scan to a shared folder on a remote workstation via FTP.
[SMB]	If you select this location you can print from or scan to a shared folder on a remote workstation via SMB.
[WebDAV]	If you select this location type, you can enter the cloud via WebDAV and use it as a network drive.
[PlanWell® Collaborate](Optional)	When you select this location you can print from or scan to the PlanWell Collaborate cloud services.

Enable or disable USB

Introduction

If you want to use USB as a location, you have to make settings for USB first. You can make the settings in Océ Express WebTools.

Illustration



Procedure

1. Open the [Configuration] - [External locations] tab.
2. Select [USB], and click on the [Edit] icon under [Actions]. A window opens.
3. Enter the [Name] recognizable for the user. This name appears on the user panel.
4. Enter the [Description] of USB as location.
5. Under [Enabled functionalities] you can choose the functionalities you want to use for USB.
 - Choose [Print from and scan to] if you want to enable print and scan from and to USB.
 - Choose [Print from only] if you want to enable print from USB only.
 - Choose [Scan to only] if you want to enable scan to USB only.
 - Choose [None] if you want to disable the USB functionality.
6. Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
7. Click [Ok] to save the settings for USB as an external location.

Result

When you enable USB and insert a USB key on the user panel, the external USB location can be used via the user panel and in Océ Express WebTools.

If you disable USB, USB cannot be used as an external location.

Enable PlanWell Collaborate (optional)

Introduction

When you have a license installed for PlanWell Collaborate (ARC cloud support), you can enable this external location under the [Configuration] tab.

Procedure

1. Open the [Configuration] - [External locations] tab.
2. Select [PlanWell® Collaborate], and click on the [Edit] icon under [Actions]. A window opens.
3. Enter the [Name] recognizable for the user. This name appears on the user panel.
4. Enter the [Description] of PlanWell Collaborate as location.
5. Under [Enabled functionalities] you can choose the functionalities you want to use for PlanWell Collaborate.
 - Choose [Print from and scan to], when you want to enable print and scan from and to PlanWell Collaborate.
 - Choose [Print from only], when you want to enable print from PlanWell Collaborate only.
 - Choose [Scan to only], when you want to enable scan to PlanWell Collaborate only.
 - Choose [None], when you want to disable PlanWell Collaborate as an external location.
6. Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
7. Click [Ok] to save the settings for PlanWell Collaborate as an external location.

Create an external location

Introduction

You can create your own FTP, SMB, WebDAV, external locations with Océ Express WebTools.

Before you begin



NOTE

- Make sure you enable [SMB] protocol.
- Make sure you enable [FTP] under the [Configuration] - [Connectivity] tab.
- Make sure the URL for [WebDAV] is not blocked.
- For this procedure, you need to log in as a System Administrator.

Procedure

1. Select the [Configuration] - [External locations] tab.
2. Click on [Create new] in the upper right hand corner .

3. Enter a [Name] recognizable for the user. This name appears on the user panel.
4. Enter a [Description] of the settings used.
5. Select the [Type] of the external location: [FTP], [SMB], or [WebDAV].
6. Enter the [Path]. The folder path or URL to the external location.
 - For [FTP], use the syntax: hostname[/path] (example: myhost/mydirectory/scantofile).
 - For [SMB], use the syntax: \\hostname\sharename[/path] (example: \\myhost\myshareddirectory\scantofile).
 - For [WebDAV] locations, use the full HTTP URL (for example: http://example.webdav.org:8080/repository/).
7. Select under [Credentials] whether or not the user has to log in to access the external location.
 - Select [Prompt the user to log in on the user panel] when you want the user to log in on the user panel.
Login will appear when the user tries to access the external location on the user panel.
 - Select [Use the following credentials for automatic login:] when you want to configure the credentials here.
The user is not requested to log in on the user panel when he tries to access the external location.
8. If you have selected [Use the following credentials for automatic login:] fill in the username and password.
 - The [Username] gives access to the external location. The user must at least have read and write permissions for the external location. For SMB destinations the format must be as

follows: Local user name: "IPaddress\username" or "hostname\username". Domain user name: "domain\username".

- Enter the [Password] that belongs to the username.
- 9. Select the [Enabled functionalities]. Enable or disable access to the selected location for print or scan jobs.
- 10. Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
- 11. Click [Ok] to save the external location.



NOTE

The system will validate the external location and give an error message if the validation fails. In case of an error, you can click "Save" to save the external location with the error or click "Change" to change the entries.

Result

When the validation succeeds, the external location can be used via the user panel and in Océ Express WebTools.

Set a default external location

Introduction

You can set an external location as the default location. The default location is used when you do not select a specific external location for a job.

Procedure

1. Select the [Configuration] - [External locations] tab.
2. Under [External locations] select the external location you want to set as default.
3. Click on the checkbox icon under [Actions].

Set a default print destination

Introduction

You can configure the default print destination in Océ Express WebTools. When the destination of a print job is not specified in the job ticket or when there is no job ticket, the job is sent to a default destination. You can choose between two default print destinations:

- [Both queue and Smart Inbox]: the job is printed automatically and stored in the Smart Inbox.
- [Only Smart Inbox]: the job is sent to the Smart Inbox and you have to start it locally.



NOTE

You can only set the default print destination, when the [Override destination of print jobs] setting is set to [No, as specified in the job ticket]. You can find this setting under [Preferences] - [System defaults] - [Job management].

Procedure

1. Select the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Job management] section, or click on the setting [Default destination of print jobs].
3. Select [Both queue and Smart Inbox] or [Only Smart Inbox].
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

Your preferred print destination is now default. All print jobs are sent to this destination when you do not make other settings.

Set a default scan destination

Introduction

When you scan to a specific destination often, you can set the scan destination as default. You can select one of two types of scan destination as default:

- External location for scan jobs
- Smart Inbox for scan jobs

Before you begin

- Create an external location for scan jobs in Océ Express WebTools. For more information, see [Create an external location on page 129](#)
- Create a Smart Inbox for scan jobs in Océ Express WebTools. For more information, see [Create and open a Smart Inbox for scan jobs on page 96](#)

Set a default external location

Step	Action
1	Select the [Configuration] - [External locations] tab.
2	Under [External locations] select the external location you want to set as default.
3	Click on the checkbox icon under [Actions]. Your external location is now default.
4	Select the [Preferences] - [Scan job defaults] tab.
5	Click on [Edit] in the [General scan job settings] section, or click on the [Default destination for scan jobs].
6	Select [Default external location].

Set a default Smart Inbox

Step	Action
1	Select the [Configuration] - [Smart Inbox] tab.
2	Under [Smart Inbox] select the Smart Inbox you want to set as default.
3	Click on the checkbox icon under [Actions]. Your Smart Inbox is now default.
4	Select the [Preferences] - [Scan job defaults] tab.
5	Click on [Edit] in the [General scan job settings] section, or click on the [Default destination for scan jobs].
6	Select [Default Smart Inbox].

After you finish




Your preferred scan destination is now default. All scan jobs are sent to this destination when you do not make other settings.

Troubleshoot the creation of an FTP external location (after an error message)

An error message displays to indicate that the creation of the FTP external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.

Error message	Action to perform
The user name or password is incorrect.	<p>Check the remote user name and the password.</p> <p>If the user name and password are correct, check the syntax of the external location name:</p> <ul style="list-style-type: none"> - For a remote host user: <hostname>\<username> or <IP_address>\<username> - For a domain user: <domainname>\<username>
The remote hostname cannot be resolved.	<ul style="list-style-type: none"> • Make sure the hostname is correct and valid. • Make sure the printer is connected to the customer's network. • Check the network settings of the printer in Océ Express WebTools: Primary DNS suffix, Preferred DNS server, Subnet mask, Default Gateway • Check with the System administrator if the DNS server can resolve the hostname to an IPv4 address • If any of previously mentioned checks do not solve the problem, enter the remote host IPv4 address instead of the hostname.
Missing or incorrect path.	<p>Make sure that the path syntax conforms to:</p> <ul style="list-style-type: none"> • hostname/share[/folder/...] or, • <IP_address>/share[/folder/...]
The remote host could not be found.	<ul style="list-style-type: none"> • Make sure that the hostname or IP address is correctly typed. • Make sure that the remote host is up and running and that it is connected to the network.
The remote host is not accessible.	<ul style="list-style-type: none"> • Check that the FTP protocol is enabled on the remote host. • Check that the customer network security policy (firewall/switch) allows the FTP ports. • For FTP destination: check that the FTP server uses the port 21.
The external location cannot be tested: the remote server has reached the maximum number of connections.	<p>The external locations server has reached the maximum number of connections. Check with the System administrator or try again later.</p>

Error message	Action to perform
The remote destination test is aborted, because the time-out period has expired.	<p>Check that the Firewall on the FTP server workstation does not prevent the 'FTP passive mode' connection.</p> <p> NOTE To know more about the FTP passive mode connection, refer to the Océ ColorWave-PlotWave Systems Security manual.</p> <p>Example with FileZilla Server The error message may appear after the installation of FileZilla Server. In order to allow the FileZilla Server application through the Windows Firewall, follow the next steps:</p> <ol style="list-style-type: none"> 1. Open the Windows Firewall window. 2. Click 'Allow a program or feature through Windows Firewall'. 3. Click the 'Allow another app...' (or 'Allow another program...') button. A window named 'Add an app' (or 'Add a program') appears. <p> NOTE Do NOT select 'FileZilla Server Interface' from the list.</p> <ol style="list-style-type: none"> 4. Click the 'Browse...' button. 5. Locate the directory in which you installed FileZilla Server (normally C:\Program Files (x86)\FileZilla Server\). 6. Double click or select 'FileZilla server.exe'. <p> IMPORTANT Make sure you do NOT select 'FileZilla Server Interface.exe'.</p> <ol style="list-style-type: none"> 7. Click 'Open'. The 'Add an app' or 'Add a program' window displays again. 8. Scroll down the displayed list and select 'FileZilla server.exe'. 9. Click 'Add'. The Windows Firewall Allowed apps window displays again. Make sure that 'FileZilla server.exe' is added to the 'Allowed apps (or programs) and features' list. Make sure that it has a check mark in either the 'Private', or the 'Public', or the 'Domain' checkbox (depending on the type of network you want to access). 10. Click 'OK' to close the Windows Firewall window.
The specified path or URL does not exist on the remote host, or the folder name is misspelled.	<ul style="list-style-type: none"> • Check that the path to the destination folder has been correctly typed. • Check that the destination folder exists on the remote host.
The specified user account has no 'write' permission on this location.	For scan-to-file, check that the remote user has "write" permissions on the remote share.

Error message	Action to perform
The external location is full.	Make some space available on the external location for the 'Scan to' operations.
The test of the external location cannot be performed: an internal error has occurred.	Restart the system and try again.

Troubleshoot the creation of an SMB external location (after an error message)

An error message displays to indicate that the creation of the SMB external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.



Error message	Action to perform
The user name or password is incorrect.	<ul style="list-style-type: none"> Check the remote user name and the password. If the user name and password are correct, check the syntax of the external location name: <ul style="list-style-type: none"> - For a remote host user: <hostname>\<username> or <IP_address>\<username> - For a domain user: <domainname>\<username> Make sure that the destination workstation accepts the NTLMv1 authentication. (Windows environment: Local Security Policy - Security Settings - Local Policies - Security Options - Network Security - LAN Manager authentication level: the setting should be set to any value except 'refuse LM' or 'refuse LM & NTLM')
The remote hostname cannot be resolved.	<ul style="list-style-type: none"> Make sure the hostname is correct and valid. Make sure the printer is connected to the customer's network. Check the network settings of the printer in Océ Express WebTools: Primary DNS suffix, Preferred DNS server, Subnet mask, Default Gateway Check with the System administrator if the DNS server can resolve the hostname to an IPv4 address If any of previously mentioned checks do not solve the problem, enter the remote host IPv4 address instead of the hostname.
Missing or incorrect path.	<p>Make sure that the path syntax conforms to:</p> <ul style="list-style-type: none"> \\hostname\share[\folder\...] or, \\<IP_address>\share[\folder\...]
The remote host could not be found.	<ul style="list-style-type: none"> Make sure that the hostname or IP address is correctly typed. Make sure that the remote host is up and running and that it is connected to the network.
The remote host is not accessible.	<ul style="list-style-type: none"> Make sure that SMB protocol is enabled on the remote host. Make sure that the SMB ports are allowed by the firewall. (TCP 445) Make sure that NetBIOS over TCP/IP is enabled on the destination workstation. (Windows environment: Network and Sharing Center - Change adapter settings; Right-click on Network connection - Properties - IP V4- Properties - General - Advanced - WINS)

Error message	Action to perform
The remote destination cannot be tested: the remote server has reached the maximum number of connections.	The external location server has reached the maximum number of connections. Check with the System administrator or try again later.
The specified path or URL does not exist on the remote host, or the folder name is misspelled.	<ul style="list-style-type: none"> • Check that the share is correctly typed and that the share exists on the remote host. • Check that the path to the destination folder has been correctly typed. • Check that the destination folder exists on the remote host.
The specified user account has no 'write' permission on this location.	For scan-to-file, check that the remote user has "write" permissions on the remote share.
The external location is full.	Make some space available on the external location for the 'Scan to' operations.
The test of the external location cannot be performed: an internal error has occurred.	<ul style="list-style-type: none"> • Restart the system and try again. • Make sure that SMB1 is enabled on the destination workstation. (Windows environment: HKLM\System\CurrentControlSet\Services\LanmanServer\Parameters key).

Troubleshoot the creation of a WebDAV external location (after an error message)

An error message displays to indicate that the creation of the WebDAV external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.

Error message	Action to perform
Proxy authentication required. Please check the proxy configuration.	<ul style="list-style-type: none"> • Check whether a proxy is required. • Check the proxy settings.
The remote hostname cannot be resolved.	Check whether a proxy is required.
The specified path or URL does not exist on the remote host, or the folder name is misspelled.	<ul style="list-style-type: none"> • Make sure that the path exists. • Make sure that 'Proxy settings' feature is not checked if the WebDAV server does not require an Internet access (local network). • Check the syntax of the WebDAV external location. Make sure it complies with the WebDAV syntax of your Cloud. <p> IMPORTANT For the 'Box.com' Cloud, the WebDAV syntax changed. The new syntax is: <code>https://dav.box.com</code>. You must use the new syntax. It replaces <code>https://apps.box.com/dav</code>.</p>
Missing or incorrect path.	Check the path and the URL syntax. There may be some strange characters in the path, or an incorrect URL.
The user name or password is incorrect.	<ul style="list-style-type: none"> • Check the remote user name and the password. • If the user name and password are correct, check also the "path" syntax.
The external location cannot be tested: the remote server has reached the maximum number of connections.	The external locations server has reached the maximum number of connections. Check with the System administrator or try again later.
The specified user account has no 'write' permission on this location.	<ul style="list-style-type: none"> • For scan-to-file, check that the remote user has "write" permission on the remote host. • Check the syntax of the WebDAV external location. <p> NOTE Replace <code>http://</code> by <code>https://</code>.</p>
The external location is full.	Make some space available on the external location.
The test of the external location cannot be performed: an internal error has occurred.	<ul style="list-style-type: none"> • Check the URL syntax entered in the Path setting. • Check that proxy settings are not checked if the WebDAV server does not require an Internet access (local network). • Restart the system and try again.

Configure the printer settings

Configure the regional settings

Purpose

The regional settings are configured during the installation of your printer. When you want to change the initial configuration, you can do this under the [Regional settings].

Define the regional settings for the printer in the following order:

- [First language] and [Second language] of the user panel
- [Measurement unit]
- [Time zone]

When you change the [Time zone] you must reboot the system first, before you set the [Current date and time].

- [Current date and time]
- [Time format]



NOTE

Every time you change the [Measurement unit], the controller recalculates the values from millimeter to inches and vice versa. If you reverse to the original value of this setting a slight calculation difference can occur due to rounding differences.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Regional settings] section, or click on the setting you want to edit, for example [First language].
3. Modify the settings. You can choose between:
 - settings that are commonly used in the USA
 - or settings that are commonly used in the rest of the world.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Configure the user session time-out

Introduction

The user panel returns automatically to the home screen and its default configuration. You can set a time limit for the user session.

When to do

Define a suitable time-out period that does not interfere with the print productivity.

Procedure

1. Open the [Security] - [Configuration] tab.
2. Click on [Edit] in the [User access configuration] section or click on the [User session time-out] setting.
3. Enter a time period .
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure the working hours

Introduction

You can define the working hours of the printer in Océ Express WebTools.

Enable [Automatic on] first, to let the printer wake up automatically. Define the working days with the [First workday] setting, for example 'Monday', and [Last workday] setting, for example 'Friday'. And set the wake up time and shut down time with the [Start-up time] and [End of workday time] settings, for example '06:30' and '19:00'.

That way the printer turns on and off automatically, at the set day and time.



NOTE

It is not possible to disable the automatic shut down of the printer with this setting. The printer will always shut down once in twenty-four hours, due to power saving regulations.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section.
3. Set the [Automatic on] setting to [Enabled].
4. Set the [Start-up time], [End of workday time], [First workday] and [Last workday] settings according to your preferences.
5. Click [Ok] to confirm, or [Cancel] to reject your entries.

Result

The printer now wakes up automatically, and is active during the preferred time frame on the set days.

Configure the energy save modes

Introduction

The Océ ColorWave 500 offers two energy save modes that you can set if the printer is idle for a defined period. The configuration of the timers prevents unnecessary power consumption. You can adjust the value of the timers.

When to do

Sleep mode timer (Default value 60 minutes).

The printer uses minimal energy because the power supply of the printer is turned off. The power supply of the controller remains on. The printer needs to warm up when it wakes up from the sleep mode.

Energy save mode timer (Default value 1 minute).

Both the printer and the controller remain turned on. The printer uses less energy than in normal operating mode, but the printer uses more energy than in sleep mode. The advantage of the energy save mode over the sleep mode is that the printer usually needs just a few seconds to wake up.



NOTE

The value you set for the sleep mode timer must be higher than the energy save mode value. If the value of the sleep mode is lower than the energy save mode, the printer skips the energy save mode and goes into sleep mode. The power consumption will be lower but it will also take the printer a bit longer to wake up again.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section, or click on the [Go into sleep mode after] setting or the [Go into energy saving mode after] setting.
3. Enter a new value.



NOTE

If you access the Edit window by clicking the value of the setting you want to change, the Edit window displays the minimal and maximal value you can select.

4. Click [Ok] to confirm, or [Cancel] to reject your entries.



NOTE

When the printer is in the energy save mode, there are several ways to activate the system.

- press the wake-up button on the user panel
- send a print job
- insert an original in the scanner

Configure the media request time-out

Introduction

The user panel displays a message with a media request when the requested media is not available on the printer.

- When the [Media request timeout] setting is disabled, the media request will be displayed on the user panel until it is resolved.
- When the [Media request timeout] setting is enabled (default), you can enter a media request time-out value in seconds. When the media request is not resolved within the media request time-out period, the [Action after media request timeout] setting determines whether the printer either deletes the job from the Job queue or puts the job in attention state.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section or click on the [Media request timeout] setting.
3. When you enable the setting, you must enter a time period as well. If you choose to disable the setting, the time period will not be adjustable.
4. Click on the [Action after media request timeout] setting.
5. Select [Put the job on attention state] or [Delete the job].
6. Click on [Ok] to confirm or [Cancel] to reject your entries.

Configure the pen settings

Introduction

You can define the pen settings in the application that you use to create a drawing with. When the pen settings are not defined in the application, you can configure the default pen settings in Océ Express WebTools.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Go down to the list of pen numbers.
3. Click on the value of the pen number that you want to change.
The pen settings window opens. You can configure the color, width and pattern for this pen.
4. Click on [Ok] to confirm or [Cancel] to reject your entries.

Configure the Roll-to-roll mode in Océ Express Webtools

Introduction

When you want to use the take-up unit, your printer has to be in the Roll-to-roll mode. When you enable the Roll-to-roll mode, the printer will not cut between pages. You can also configure the Roll-to-roll mode on the user panel.



NOTE

If Roll-to-Roll mode is enabled, each print job is delivered to the [Back output], even if you set the [Top delivery tray] as output location for your prints.



NOTE

To calibrate the printer the Roll-to-roll mode must be disabled.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Job management] section, or click on the [Roll-to-roll mode] setting.
3. Select [Enabled] or [Disabled].
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure the Templates

Fold templates

Introduction

You can create fold templates in Océ Express WebTools on the [Preferences] - [Fold] tab.

The advantage of templates is that you can predefine settings. Once templates have been created, a user can select these templates. For more information about the fold settings see [Fold settings on page 156](#)






You can create up to 20 different fold templates. One of the templates is defined as default.

Actions

Available general template actions:

- Create a new template, see [Create a new template on page 148](#)
- Delete all templates, see [Delete all templates on page 149](#)
- Export the templates, see [Export templates on page 150](#)
- Import templates, see [Import templates on page 151](#)
- Restore the factory defaults, see [Restore the factory defaults of the templates on page 152](#)

Available actions per template, you can see the available actions as an icon when you move the mouse pointer over the template:

Icon	Description
	[Edit a template]
	[View a template]
	[Copy a template], to create a new template
	[Delete a template]
	[Set this template as the default template]

Create a new template

Introduction

You can create templates with Océ Express WebTools.

The advantage of templates is that you can predefine settings.

Once the templates have been created, a user can select these templates in applications such as your printer driver application or job submitter.



NOTE

- Depending on the configuration, you can have more or fewer settings.
- More or fewer settings will be shown depending on the selections made.

Procedure

1. Select the [Preferences] - [Fold] tab in the Océ Express WebTools.
2. At the right-hand site, click [Create new].
3. Enter a [Name] (recognizable for the user).
4. Enter a [Description] (description of the settings used).
5. Select the desired settings. For every individual setting, there is a tooltip available in the template editor to give a short explanation.
6. Click [Ok] to save the template or [Cancel] to reject your entries.

Delete all templates

Introduction

You can delete all templates with Océ Express WebTools.

Procedure

1. Select the [Preferences] - [Fold] tab in Océ Express WebTools.
2. At the right-hand site, click [Delete all].
3. The system displays the message [Remove all templates?]
4. Click [Ok] to delete all templates or [Cancel] to cancel the deletion.

Export templates

Introduction

You can export templates with Océ Express WebTools.

The export will be saved as a zip file. The zip file contains all available templates.

Procedure

1. Select the [Preferences] - [Fold] tab in the Océ Express WebTools.
2. At the right-hand site, click [Export].
3. Click [Save] to save the export in a zip file or [Cancel] to stop the export.

Import templates

Introduction

You can import templates with Océ Express WebTools.

Use a zip file with templates that was previously created by the [Export templates] procedure.

Procedure

1. Select the [Preferences] - [Fold] tab in the Océ Express WebTools.
2. At the right-hand site, click [Import].
3. Mark the [Check to overwrite existing templates] checkbox to overwrite existing templates. If you do not mark the checkbox, duplicate imported templates will be given a serial number.
4. Click Browse to [Select the location of the templates zip file].
5. Click [Ok] to import all templates or [Cancel] to cancel the import.

Restore the factory defaults of the templates

Introduction

You can restore the factory defaults of all templates with Océ Express WebTools.

The custom templates are not changed.

Procedure

1. Select the [Preferences] - [Fold] tab in the Océ Express WebTools.
2. At the right-hand site, click [Restore factory defaults].
3. The system displays the message [Restore all factory default templates?]
4. Click [Ok] to restore the templates or [Cancel] to stop the restore.

Configure the Finishing settings

Define the finisher type

Introduction

You must set the type of finishing option.

Procedure

1. Navigate to [Configuration] - [Printer setup] - [Finishing].
2. Set the value of [Finisher type] to the type of finishing that is connected to the external output at the back of the printer.
The default value is [No finisher]. You must only change this value if your hardware configuration changes.
3. Click [Ok] to confirm your entries or [Cancel] to reject your entries.

Define the type of the folding device

Introduction

You must first set the [Finisher type], see [Define the finisher type on page 153](#).

In case you have a folding device configured as finisher device, you can specify the type of the folding device.

Procedure

1. Navigate to [Configuration] - [Printer setup] - [Finishing].
2. Click on the [Folder configuration] setting.
The default value is [No folding device installed]
3. Select the appropriate type of the folding device:
 - [Cross folder]
 - [Cross folder with conveyor belt]
 - [Cross folder with reinforcement unit]
 - [Cross folder with conveyor belt and reinforcement unit]
 - [Fan folder]
4. Click [Ok] to confirm your entries or [Cancel] to reject your entries.

Set the Océ Finishing Assistant

Introduction

This setting is only available when the [Configuration] - [Printer setup] - [Finishing] - [Finisher type] setting is set to [Océ 2400 fanfold / Océ 4311 fullfold series].

The [Océ Finishing Assistant] can automatically detect the legend (if present) of a drawing and rotate and align the drawing so the legend will be on the cover page of the fold package. If no legend can be detected the print is delivered unfolded.

When enabled, the [Océ Finishing Assistant] overrules the default rotation and alignment settings for folded output.


Procedure

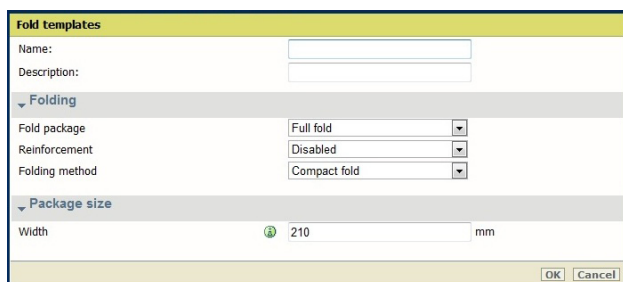
1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [Layout] section, or click the [Océ Finishing Assistant] setting.
3. Select [Enabled] if the printer must automatically detect the legend of your drawings and fold the drawings correctly.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Fold settings

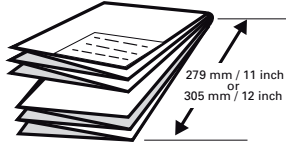
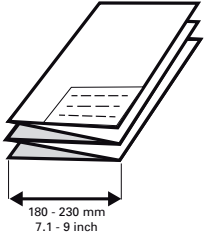

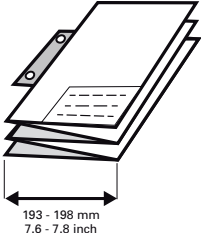
Introduction

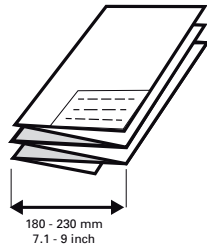
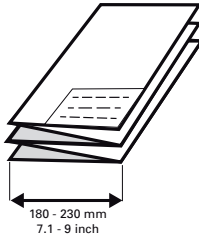
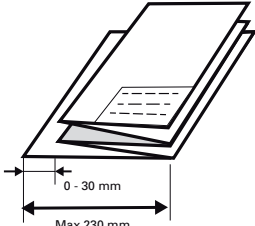
When you set the fold options, there are some definitions you must know to operate the folding device in a correct way. An overview of these settings is found below.

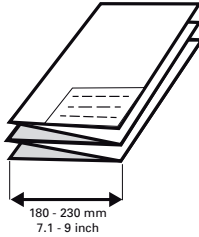
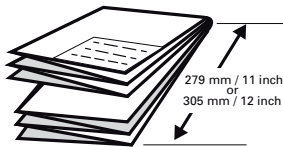

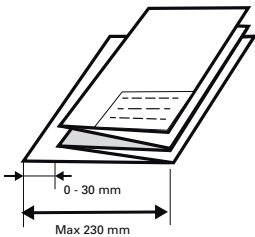
To edit these settings and create or edit a fold template, go to the [Preferences] - [Fold] tab and click the [Create new] button, or the  icon, that becomes visible when you move the mouse over one of the existing templates.



Settings

[Fold package]	Description	Example
[Full fold]	Folded with first (Z-fold) and second fold (cross fold).	
[Fan fold only]	Folded only with the first fold (Z-fold).	
[Reinforcement]	Description	Example
[Enabled]	Glues the pre-punched strips to the rear of the folded package.  NOTE Only possible when [Folding method] is [With same size back].	
[Disabled]	No glued strip.	

[Folding method]	Description	Example
[Compact fold] (DIN-C).	Folded package, but the last fold (backside) is shorter.	
[With same size back] (DIN-B).	Folded package, but the last fold (rear) is over the full width. The previous fold could be shorter.	
[With binding edge] (DIN-A).	Folded package, but the last fold (rear) has additional width. The previous fold could be shorter.	

[Package size]	Description	Example
[Width]	Defines the fold distance of the Z-fold.	
[Height]	Defines the fold distance of the cross fold. This only applies to the folding device in [Full fold] mode.	
[Binding edge size]	Defines how much the binding is outside the package.  NOTE Only visible when the selection in [Folding method] is set to [With binding edge].	

Optimise the print quality and print productivity

Set the print quality

Introduction

You can use Océ Express WebTools to set the print quality. The choice of the print quality affects the speed of the job and the toner coverage.

Select [Océ Print Assistant] (OPA) to automatically select the best print quality ([Economy - fast], [Production], [Quality]) based upon the content of the file or manually choose a print quality yourself from the list below:

[Print quality]	Number of passes	resolution Dpi
[High speed]	1	300x300
[Economy - fast]	1	300x300 for B/W 450x300 for color
[Production]	2	600x600
[Quality]	4	600x600

In the print quality range from [High speed] to [Quality] the quality increases while the speed decreases.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [Image] section or click on the [Print quality] setting.
3. Select the correct value.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the long plot mode

Introduction

When the long plot mode is enabled, the system will be able to print TIFF, HP-GL, HP-GL2 and HP-RTL plots up to 175 meter with good quality. Transformation such as scaling and rotating are not guaranteed in this mode. For other formats such as PS and PDF, the system will print in "normal" mode, with a maximum plot length of 22 meter.

For the printer to be able to print long prints, the print quality can be reduced.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [General (non-postscript) rasterization settings] section or click on the [Long plot mode] setting.
3. Enable or disable. The setting is enabled when you check the box.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Set the automatic roll switch

Introduction

In Océ Express WebTools you can choose to enable or disable the [Automatic roll switch]. When you enable the functionality and a specific roll has been selected, the printer automatically continues printing on an (in size and type) identical roll. When you disable the functionality, the printer stops and request to load a new roll of the same size and type in the same media drawer location.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section or click on the [Automatic roll switch] setting.
3. Select [Enabled] or [Disabled]. Select enabled if print productivity is an important factor.
4. Click on [Ok] to confirm or [Cancel] to reject your entries.

Set the spool threshold

Introduction

When the job memory is full the printer cannot receive new jobs, therefore it is necessary to partly empty the memory. Set the [Spool threshold] setting to define the spool capacity for your jobs.

You can choose one of following values:

- [Low]
Select this value if you have several small print jobs and you want to allow a higher capacity.
- [Normal]
This is the default setting. Select this value if you have both small and large print jobs.
- [High]
Select this value when you have more large print jobs, and you want to reduce the risk of having to abort the file transfer due to a full job memory.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section or click on the [Spool threshold] setting.
3. Select [Low], [Normal], or [High].
Select [Low] if print productivity is an important factor.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Set the rotation mode

Introduction

If you want to turn an image, you can use the rotation settings. The setting allows you to turn the image according to predefined rotation values or you can let the printer perform the rotation automatically.

Choose one of the following values:

- [No rotation]
- [90°]
- [180°]
- [270°]
- [Auto rotate portrait]
- [Auto rotate landscape]
- [Auto rotate portrait with additional 180° rotation]
- [Auto rotate landscape with additional 180° rotation]
- [Auto rotate media saving]
- [Auto rotate media saving with additional 180° rotation]

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [Layout] section or click on the [Rotation] setting.
3. Choose one of the values.
Select [Auto rotate media saving] or [Auto rotate media saving with additional 180° rotation] when the print productivity is an important factor.
4. Click on [Ok] to confirm or [Cancel] to reject your entries.

Set the alignment mode

Introduction

When you want to shift the image on the sheet, you can change the alignment mode. With the alignment mode, you can also optimize the print productivity as you reduce the distance the print carriage has to travel. You can, for instance, align the image to the top right-hand corner of the sheet.

You can choose the following alignment settings:

Alignment mode		
[Top left]	[Top]	[Top right]
[Left]	[Center]	[Right]
[Bottom left]	[Bottom]	[Bottom right]

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [Layout] section or click on the [Alignment] setting.
3. Select the correct value.
Select [Top right] when the print productivity is the most important factor.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Set the Adobe® PDF Print Engine

Introduction

When enabled, the PDF files are processed directly with the [Adobe® PDF Print Engine]. [Adobe® PDF Print Engine] is compatible with the latest features of design applications. When disabled, the PDF files are first converted to PostScript, then processed with the [Adobe® PDF Print Engine] interpreter. Disable [Adobe® PDF Print Engine] to print black and white files in Economy mode, or to use the Wipeout correction.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [PDF rasterization settings] section, or click on the [Adobe® PDF Print Engine] setting.
3. Select the correct value.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Set transparency flattening for PDF

Introduction

In Océ Express WebTools, you can select a setting to flatten transparency information in a PDF document before printing. The setting is used for PDF documents containing transparency information only.

You can choose between the following values:

- [Quality]
Select this value if print quality is an important factor. The processing speed slows down and more memory is required.
- [Speed]
Select this value if PDF processing performance is more important than print quality. Large and complex PDF files are processed faster and use less memory.



NOTE

You can only change the transparency flattening, when the [Adobe® PDF Print Engine] setting is set to [Disabled]. You can find this setting under [Preferences] - [Print job defaults] - [PDF rasterization settings].

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [PDF rasterization settings] section or click on the [Transparency flattening] setting.
3. Select [Quality] or [Speed].
4. Click [Ok] to confirm, or [Cancel] to reject your entry.

Set the Multipage PDF printing order

Introduction

Defines the print order of pages in a multipage PDF file. To keep the output pages in the same order as in the print file, select 'Auto, stacking dependent': when the stacking of prints is face down, the first page will be printed first. In case stacking is face up, the last page will be printed first.



NOTE

You can only set the Multipage PDF printing order, when the [Adobe® PDF Print Engine] setting is set to [Disabled]. You can find this setting under [Preferences] - [Print job defaults] - [PDF rasterization settings].

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click on [Edit] in the [PDF rasterization settings] section, or click on the [Multipage PDF printing order] setting.
3. Select the correct value.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the Océ Print Assistant Behavior

Introduction

This setting is only used when the [Print quality] is set to [Océ Print Assistant].

The [Océ Print Assistant] decides what print setting ([Economy - fast], [Production] or [Quality]) must be used, based on the average toner coverage of the print.

By analyzing the image the Océ Print Assistant can automatically determine the best print setting to be used for each document. The [Océ Print Assistant behavior] setting allows you to tune the outcome of the Océ Print Assistant's analysis to fit your specific needs. The thresholds for switching from one mode to another can be altered by the [Océ Print Assistant behavior]¹. In this way the [Océ Print Assistant] can fine-tune the to optimize further speed and quality to his personal needs. The [Océ Print Assistant] will be the default mode for the Océ ColorWave 500 .

¹ The number in the [Océ Print Assistant behavior] represents a position on a scale from 0 to 100. A higher number means an increased preference for print quality, a lower number means an increased preference for print speed.

Procedure

1. Click [Preferences] - [System defaults].
2. Click [Edit] in the [Printer properties] bar or click on the [Océ Print Assistant behavior] setting.
3. Set the slider to '0' if the print productivity is the most important factor.
Set the slider to '100' if the print quality is the most important factor.
4. Click [OK] to confirm your entries or [Cancel] to reject your entries.

Optimize the print productivity


Introduction

When you load media, always make sure that you install and define the correct media type and size on the printer. Depending on your needs, you can optimize the print productivity in various ways.

When productivity with different media sizes is the most important requirement.

1	Load up to 4 media rolls on the printer with different media sizes and the same media type.
2	Use the [Landscape] orientation to print a job on a media size that is one size smaller than the media defined on the system. For example, A1 prints in landscape on A0 and A2 prints in landscape on A1. You are not required to cut the media by hand.
3	Use the [Automatic landscape] setting or the [Auto rotate landscape with additional 180° rotation] on the user panel or Océ Express WebTools to rotate the orientation automatically.

When productivity is the only important requirement.

1	<p>Load and define two or more media rolls on the printer with the same media size and the same media type.</p> <div data-bbox="435 1021 491 1070"></div> <p>NOTE When roll 1 is empty, the printer switches automatically to roll 2.</p>
---	---

Optimize the Color management settings

What is Color management?

Definition

The color management settings help you to reproduce the colors of your input as precisely as possible on the printed output.

With the color management settings you define how to convert the color-information of the file you want to print (input color space; RGB or CMYK color space) to the output color space of the printer. This conversion can require approximations in order to preserve the image's most important color qualities.

To be able to reproduce colors it is important to define the following.

- Input profile / Standardization
- Color feel / Rendering intents
- Output profile

What is an input profile / standardization?

Definition

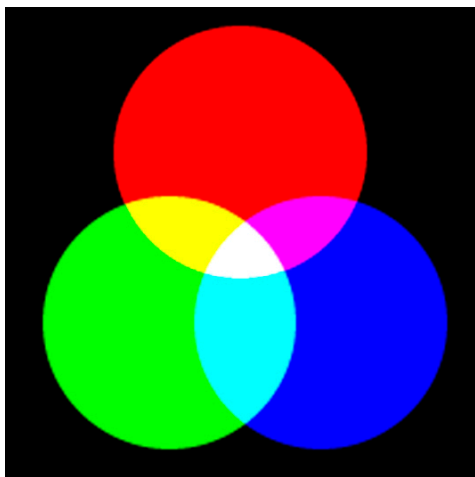
An input profile / standardization defines what color space you must use to interpret the color information of the file you want to print in a correct manner.

The main input profiles (color spaces) are the following.

- **RGB**

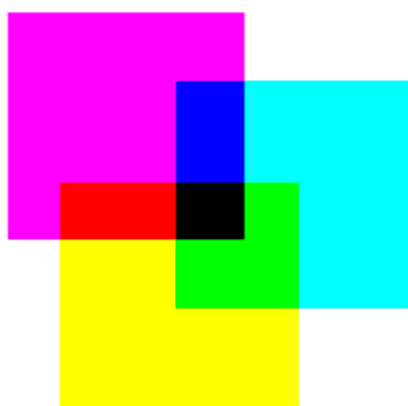
The RGB color space is based on the RGB color model. RGB (Red, Green, Blue) is a suitable color model for computer graphics because the human visual system operates in a similar manner.

The RGB color space is an **additive** color space, where you can mix colors based on light. You can create white light if you add equal parts of each of the three primary colors: red, green, and blue. All three colors are required to produce white and the absence of all three produces black. In additive mixing, the RGB colors are the primary colors and cyan, magenta, and yellow (CMY) are the secondary colors.



- **CMYK (Colors you print)**

The CMYK color space is based on the CMYK color model. The CMYK (Cyan, Magenta, Yellow and Black) color space is a **subtractive** color space, where you can mix colors based on subtracting light energy from the spectrum. The CMY toners are used to create RGB colors. All three inks are required to produce black and the absence of all three produces white. In subtractive color mixing the CMY colors are the primary colors and RGB are the secondary colors.



- **Gray**

In the grayscale (color) space only information about the lightness is given. Lightness can range from a minimum of 0 (black) to 100 (white).

You can define the input profile if you use the [Color feel] setting [Graphics colors].

The table below gives an overview of the possible input profiles / standardization settings.

Input profile / standardization	Description
RGB - [sRGB]	Use this setting to indicate the color space of a standard computer monitor. sRGB is the most frequently used RGB color space, especially in consumer grade digital cameras. sRGB is acceptable for most consumer applications. The sRGB design allows easy previewing on a standard computer display.
RGB - [Adobe RGB]	This setting indicates an RGB color space developed by Adobe in 1998. Adobe RGB has a larger gamut than sRGB. Adobe RGB is included in more medium-range digital cameras, and many professional graphic artists prefer Adobe RGB for its larger gamut.
CMYK - [Euroscale coated]	This setting indicates an old offset press standard, formerly used in Europe to print separations and proofs on coated media.
CMYK - [Euroscale uncoated]	This setting indicates an old offset press standard, formerly used in Europe to print separations and proofs on uncoated media
CMYK - [US Web coated (SWOP)]	This setting indicates an old offset press standard, formerly used in the US to print separations and proofs on coated media.
CMYK - [US Web uncoated]	This setting indicates an old offset press standard, formerly used in the US to print separations and proofs on uncoated media.
CMYK - [ISO Coated v2 300% (ECI)]	This setting indicates an offset press standard, frequently used in Europe to print separations and proofs on coated media. Based upon Fogra39 with 300% ink limit.

Input profile / standardization	Description
CMYK - [ISO Coated v2 (ECI)]	This setting indicates an offset press standard, used in Europe to print separations and proofs on coated media. Based upon Fogra39 with 330% ink limit.
CMYK - [PSO Uncoated ISO12647 (ECI)]	This setting indicates an offset press standard, used in Europe to print separations and proofs on uncoated media. Based upon Fogra47.
CMYK - [Uncoated FOGRA29]	This setting indicates an offset press standard, used in Europe to print separations and proofs on uncoated media. Based upon Fogra29.
CMYK - [GRACoL2006 Coated1v2]	This setting indicates an offset press standard, frequently used in the US to print separations and proofs on coated media grade 1.
CMYK - [SWOP2006 Coated3v2]	This setting indicates an offset press standard, used in the US to print separations and proofs on coated media grade 3.
CMYK - [SWOP2006 Coated5v2]	This setting indicates an offset press standard, used in the US to print separations and proofs on coated media grade 5.
Gray[None (no profile used)]	Use this setting to directly transform the grayscale info to black toner usage only.
Gray[sGray]	Use this setting to transform the grayscale info based upon the sGray profile (lightness scale sRGB with gamma 2.2) to CMYK toner usage.
Gray[Adobe Gray 20%]	Use this setting to transform the grayscale info based upon the Adobe Gray 20% profile (Adobe specific dot gain 20%) to CMYK toner usage.

What is Color feel?

Definition

With the [Color feel] setting you can fine-tune the **look and feel** of the printed output.

The [Color feel] setting defines the color space conversion method.

[Color feel]	Description
[CAD colors]	<p>Use this setting to get a print with bright, saturated colors.</p> <p>Advised for vector drawings (like HP-GL).</p> <p>All primary and secondary colors are clean, because they are printed with pure inks. This is clearly visible if you look at the color yellow that is printed with yellow ink only.</p> <p>An increase in coverage results in (almost) the same increase in ink.</p> <p>The blue color is not purplish but nice blue.</p> <p>This mode is preferred for CAD drawings created with applications like AutoCAD or ArcView.</p> <p>Photos printed in this mode will look dull and grayish.</p>
[Graphics colors]	<p>Use this setting to get a print with photo-realistic colors. Advised for photos or graphic art presentations.</p> <p>If you select [Graphics colors] you can also adjust the advanced Color Management settings.</p> <ul style="list-style-type: none"> • [Graphics colors: RGB input color profile] • [Graphics colors: CMYK input color profile] (only for TIFF and JPEG files or for PostScript and PDF files) • [Graphics colors: Grayscale input color profile] (only for PostScript and PDF files) • [Graphics colors: rendering intent]
[None, managed by application]	<p>Use this setting if your color management is completely done by the application that generated the print file.</p> <p>If color management is not handled correctly by the application, possible problems are:</p> <ul style="list-style-type: none"> • - blue will be purplish (like in most inkjet printers) • - raster-file information (like photos) will look dull and dark.

What are Rendering intents?

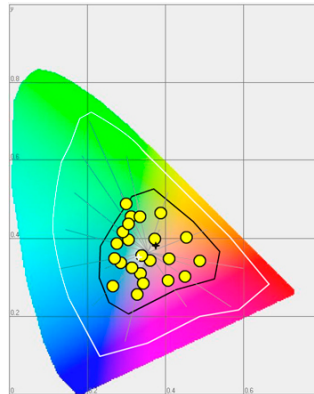
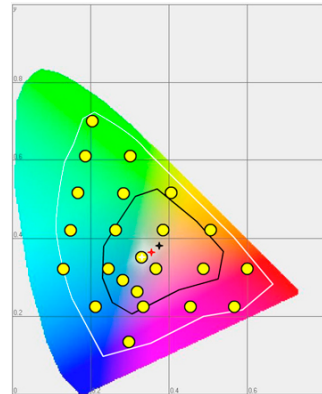
Definition of rendering intents

Normally the color space of a print file is larger than the Océ ColorWave 500 color space. In other words, the input color space is larger than the output color space. Consequently some of the defined input colors will be outside the Océ ColorWave 500 color space. These "out-of-gamut colors" are called a gamut mismatch.

When a gamut mismatch occurs, the rendering intent setting decides what qualities of the image it should prioritize. The rendering intent setting preserves one property of color at the expense of other color properties.

Rendering intent: Perceptual (photo)

This setting optimizes the output to produce best results for photos, artwork, GIS or images. Perceptual rendering tries to preserve some relationship between out of gamut colors, even if this results in inaccuracies for in-gamut colors.



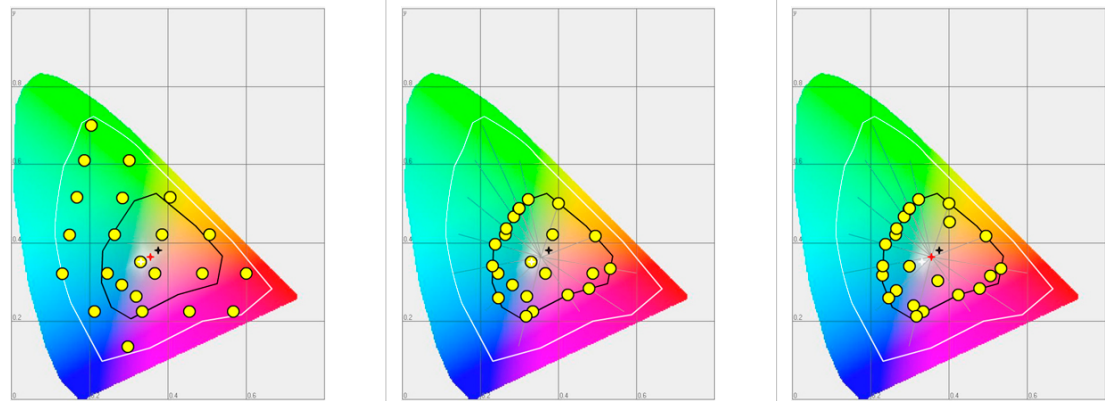
Rendering intent: Saturation (business graphics)

This setting optimizes the output of bright, saturated colors.

Saturation rendering intent preserves saturated colors, and is advised if you try to keep color purity in computer graphics. Pure saturated colors in the original RGB device will still be saturated colors in the output color space, even if this results in relatively more extreme colors.

Saturation rendering intent is not advised for photos, because this setting does not try to keep color realism. The color saturation can come at the expense of changes in hue and lightness, which is normally an unacceptable trade-off for photo reproduction.

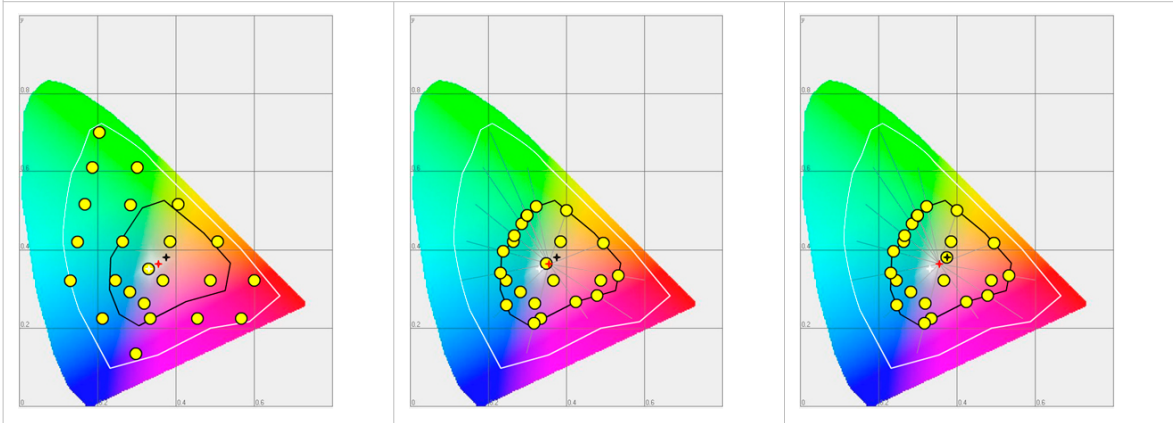
You can also use saturation rendering intent to prevent visible dithering if you must print computer graphics on a printer. It is not possible to prevent all dithering, because printers never can match every color. Saturation rendering intent can minimize dithering if the color is very close to pure.



Rendering intent: Relative colorimetric

Relative colorimetric keeps an almost exact relationship between in gamut colors, even if this clips out of gamut colors.

The relative colorimetric rendering method replaces the colors to align the old white point (the location of the most pure and light white in a color space) with the new white point and to keep the relative positions of the colors. The Relative colorimetric rendering intent is advised for logos, spot colors or PowerPoint presentations, but the loss of contrast can be a problem with photos and images.



Rendering intent: Absolute colorimetric

Absolute colorimetric is similar to relative colorimetric, but uses a different method to handle the white point.

Absolute and relative colorimetric both keep gamut colors and clip those out of gamut, but absolute colorimetric also keeps the white point.

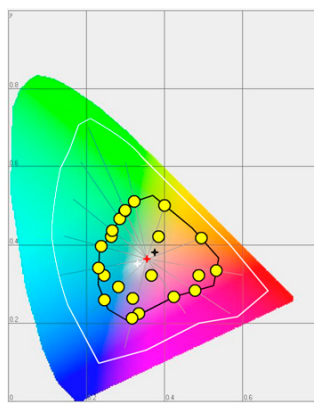
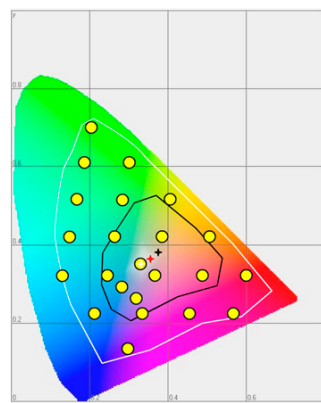
Absolute colorimetric is advised for "proofing" applications, that require a good color match, but also emulation of paper white. As a result of that, white areas can become yellowish, because the printer tries to emulate the whitepoint of the input profile.

This setting provides the highest accuracy in rendering RGB colors into CMYK colors, including rendering the source's white.



NOTE

You can see the minor level of blue of the monitor background as a bluish white in the lightest tones of the printed output. A minor yellow tone can occur in the white tones of a PDF/TIFF original or an HP-GL type document.



What is an output profile?

The output profile is used to adjust the converted CMYK color space, depending on the output device (via the Océ ColorWave 500 Printer Calibration Module) and the media type you select (via the OMP Océ Media Profile file).

The output profile is applied automatically, but it is important that you load the correct media on the Océ ColorWave 500 and that the correct OMP-file is available on the controller.

(see [Configure the media profiles on page 195](#))

(see [Install a media profile on page 196](#))

Color management settings in Océ Express WebTools

Depending on the type of file you want to print, the Océ ColorWave 500 offers different color-information conversions. You can select the color management settings, that give the best results for the color-information conversion.

Open the [Preferences] - [Print job defaults] tab to define the default color management settings per file type ([Color management settings for HP-GL files], [Color management settings for PostScript files], [Color management settings for PDF files], or [Color management settings for TIFF and JPEG files]).

The Océ Wide format Printer Driver 2 for Microsoft® Windows® and the Océ Publisher Select job submission application offer the same color management settings, but now file type independent.



NOTE

It is only important to know what the file type of your print job is, if you want to use or must use the color management settings defined in Océ Express WebTools. If you define the color management settings in your Océ Wide format Printer Driver 2 for Microsoft® Windows® or the Océ Publisher Select job submission application the color management settings are automatically assigned to the correct file type (the color management settings defined in Océ Express WebTools are overruled).

Color management settings and job submission

The way in which you submit a print job to the printer defines in most cases the file type of the document. If you use a printer driver, the original file type will be changed by the driver into a standard file type.

When there is no job ticket or when the job ticket does not include a color management setting, the printer checks the file type of the document and based on the file type the printer applies the default color management settings of Océ Express WebTools.

If you use FTP, LPR, Océ Publisher Select or Océ Publisher Express to send a job to the printer, the file type is not changed. The file is sent to the printer the way in which it was saved in the application you used to create or edit the file. If there is no embedded color profile present in the document, the printer checks the file type of the document and based on the file type the printer applies the default color management settings of Océ Express WebTools.

If you want to use the embedded color profile for your print job (for example, embedded profile created with Adobe® Illustrator) you can choose between 2 options. You can use the Océ Wide format Printer Driver 2 for Microsoft® Windows® where you can indicate to follow the color settings managed by the application. You can also send the job via FTP, LPR, Océ Publisher Select (choose 'Document's color feel') or Océ Publisher Express. If the controller can recognize the embedded color profile, it will be applied. If the embedded color profile cannot be recognized, the controller applies the default color settings managed by Océ Express WebTools.

The table below gives an overview of the relation between the job submission method, the file type and the color management settings

Job submission method	File type	Color management settings
Océ Wide format Printer Driver 2 for Microsoft® Windows®	The driver converts all files into HP-GL/2	You can define the color settings in: <ul style="list-style-type: none">• The printer driver.• Océ Express WebTools, by choosing the printer's default in the driver settings.• The application, by choosing the setting [None, managed by application] in the driver

Job submission method	File type	Color management settings
LPR FTP Océ Publisher Select Océ Publisher Express	<p>The documents are sent to the printer without being converted to another file type.</p> <p>The controller recognizes the following file types.</p> <ul style="list-style-type: none"> • HP-GL - .hp, .hpg, .hpgl • HP-GL/2 - .hp2 • HP RTL - .rtl • CALS - .cls, .cal • NIRS - .nir, .nif • CalComp - .cc, .906, .907, .951, .crf, .pci • Edmics (C4) - .c4 • TIFF - .tif • PostScript 3 - .ps (licensed) • PDF - .pdf (licensed) • JPEG - .jpg, .jpeg 	<p>Depending on the file type of the job, the default settings of one of the 4 file type paths in Océ Express WebTools is used when there is no embedded color profile present in the file. Use Océ Express WebTools to adjust the color settings for the print job.</p>

Priorities in the color management settings

When you want to print a document in color on the Océ ColorWave 500 the color information that is defined in the files can be set in the different steps of the process from document creation to document production. In order to get the best output results you need to be aware of these methods to define the color information of the document you want to print.

The color information that you can create in the various steps described below each have a different priority. When you create a document that you want to print in color, the priority of the color settings is also illustrated in the table below.

Stages in the process of making a color print	Priority
<p>Document</p> <p>The color settings are already embedded in the document (only applicable for PDF files).</p>	1
<p>Application</p> <p>The color settings can be defined in the application that you use to create or edit the document.</p> <p>You can set the following parameters in the application.</p> <ul style="list-style-type: none"> • Set color or black and white. • Define the input profile, RGB input data or CMYK input data. (see What is an input profile / standardization? on page 171) • Define the rendering intents. (see Definition of rendering intents on page 175) 	2
<p>Printer drivers</p> <p>The Océ Wide format Printer Driver 2 for Microsoft® Windows® offers color management settings. You can select the required color management settings in the driver or you can indicate to use the printer's default settings. Make sure the color settings do not conflict with the color settings that may be set in another stage of the process.</p>	3
<p>Océ Express WebTools</p> <p>The Settings Editor offers 3 default paths for color settings, based on the file type of the document:</p> <ul style="list-style-type: none"> • [Color management settings for HP-GL files] Color management settings for HP-GL, HP-GL/2 and HP-RTL files on page 186 • [Color management settings for TIFF and JPEG files] Color management settings for TIFF and JPEG files (RGB input) on page 187 Color management settings for TIFF and JPEG files (CMYK input) on page 188 • [Color management settings for PostScript files] Color management settings for PostScript files (RGB input) on page 189 Color management settings for PostScript and PDF files (CMYK input) on page 190 • [Color management settings for PDF files] Color management settings for PDF files (RGB input) on page 191 Color management settings for PDF files (CMYK input) on page 192 Color management settings for PDF files (Gray input) on page 193 <p>These settings are applied when the controller cannot recognize or detect any color settings for the file to be printed.</p>	4



NOTE

It is advised to align the color management settings that have been made in the different stages before you start the print job. The color space of the document and the settings for the print have to match. This means that if you have set the color settings in more than 1 stage of the process described above, you must check if the color settings do not counteract with each other.

Color management settings for HP-GL, HP-GL/2 and HP-RTL files

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
RGB	<ul style="list-style-type: none">• [sRGB]• [Adobe RGB]	[Graphics colors]	<ul style="list-style-type: none">• [Perceptual (photo)]• [Saturation (business graphics)]• [Absolute colorimetric]• [Relative colorimetric]
		[None, managed by application]	



NOTE

[Color management settings for HP-GL files] are used when printing via Océ Wide format Printer Driver 2 for Microsoft® Windows®

Color management settings for TIFF and JPEG files (RGB input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
RGB	<ul style="list-style-type: none"> • [sRGB] • [Adobe RGB] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	

Color management settings for TIFF and JPEG files (CMYK input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
CMYK	<ul style="list-style-type: none"> • [Euroscale coated] • [Euroscale uncoated] • [US Web coated (SWOP)] • [US Web uncoated] • [ISO Coated v2 300% (ECI)] • [ISO Coated v2 (ECI)] • [PSO Uncoated ISO12647 (ECI)] • [Uncoated FOGRA29] • [GRACoL2006 Coated1v2] • [SWOP2006 Coated3v2] • [SWOP2006 Coated5v2] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	

Color management settings for PostScript files (RGB input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
RGB	<ul style="list-style-type: none"> • [sRGB] • [Adobe RGB] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	

Color management settings for PostScript and PDF files (CMYK input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
CMYK	<ul style="list-style-type: none"> • [Euroscale coated] • [Euroscale uncoated] • [US Web coated (SWOP)] • [US Web uncoated] • [ISO Coated v2 300% (ECI)] • [ISO Coated v2 (ECI)] • [PSO Uncoated ISO12647 (ECI)] • [Uncoated FOGRA29] • [GRACoL2006 Coated1v2] • [SWOP2006 Coated3v2] • [SWOP2006 Coated5v2] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	

Color management settings for PDF files (RGB input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
RGB	<ul style="list-style-type: none"> • [sRGB] • [Adobe RGB] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	


Color management settings for PDF files (CMYK input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
CMYK	<ul style="list-style-type: none"> • [Euroscale coated] • [Euroscale uncoated] • [US Web coated (SWOP)] • [US Web uncoated] • [ISO Coated v2 300% (ECI)] • [ISO Coated v2 (ECI)] • [PSO Uncoated ISO12647 (ECI)] • [Uncoated FOGRA29] • [GRACoL2006 Coated1v2] • [SWOP2006 Coated3v2] • [SWOP2006 Coated5v2] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric]
		[None, managed by application]	

Color management settings for PDF files (Gray input)

The default settings are emphasized.

Input profile	Standardization	[Color feel]	Rendering intent
		[CAD colors]	
Gray	<ul style="list-style-type: none"> • [None (no profile used)] • [sGray] • [Adobe Gray 20%] 	[Graphics colors]	<ul style="list-style-type: none"> • [Perceptual (photo)] • [Saturation (business graphics)] • [Absolute colorimetric] • [Relative colorimetric] <div>  NOTE Rendering intent is only valid for standardization [sGray] and [Adobe Gray 20%]. </div>
		[None, managed by application]	

Manage media

What is a media profile?

Definition

A media profile is also called an Océ Media Profile (OMP file). The media profile contains a number of preset values that give the best print result per media type for your system. By default the system already has a number of media profiles available after installation, but due to changes in the production methods for media, the profiles can change over time. Contact your local representative where you can download new profiles.

When a new media type becomes available that you want your Océ ColorWave 500 to support, you can install the corresponding Océ Media Profile.

Attributes

For each media type the media profile optimizes a number of settings.

- Mixing of colors (system setting, cannot be modified).
- Settings for optimal paper handling and runability.

Configure the media profiles

Introduction

In Océ Express WebTools you can configure the media profiles on the printer.

Procedure

1. Select the [Media] - [Media types] tab to get an overview of all the media profiles that are available on your Océ ColorWave 500 printing system.
2. Click the media type, to check the media information.
3. Click the check box of a media type and click the [Enable] button to make the media profile available on the user panel and in the print job submission applications. If you [Disable] a media profile it will no longer be available on the user panel and in the print job submission applications.
4. Click [Install] if you must install a new media profile.



NOTE

You must download the new media profile before you can install it to the Océ ColorWave 500 embedded controller. Contact your local representative for new media profiles.

5. Click [Remove] to remove a media profile that is no longer needed.



NOTE

This action cannot be undone.

Install a media profile

When to do

When you have downloaded a new or updated media profile, you need to install this media profile to the Océ ColorWave 500 embedded controller.

Procedure

1. Select the [Media] - [Media types] tab.
2. If you want to update a media profile, click the check box of the media profile you want to update.
3. Click the [Install] button.
4. Click Browse to navigate to the correct file on your workstation.
5. Select the media profile and click "Open".
6. Click the check box of the new or updated media profile and click the [Enable] button to make the media profile available on the user panel.

Result

A warning message appears to inform you of the consequences for the already submitted jobs. The file is stored on the Océ ColorWave 500 embedded controller. The new file is visible in the media profile list on the [Media types] tab.



NOTE

If an older version of the file was active on the controller, this file will be overwritten by the new file.

Create a custom media size

Introduction

When you want to use custom media with a different roll width than the standard roll sizes, you can create a custom media size on the system in Océ Express WebTools. The system uses this custom media size to automatically detect the roll width when you load your custom media roll.

Procedure

1. Open the [Media] - [Media sizes] tab.
2. Click on [Create a size].
3. Enter a name recognizable for the user. This name appears on the user panel.Océ Express WebTools
4. Enter the desired media size properties.
5. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure the media sizes

Introduction

You can load various media sizes on the printer. In Océ Express WebTools you can indicate the media sizes to make them recognizable for the printer.

You can also create custom media sizes.

Procedure

1. Open the [Media] - [Media sizes] tab.
2. Under [Supported media sizes] a list with the supported media sizes is displayed.
3. You can enable or disable media sizes to tune the system to your environment.



NOTE

You cannot disable media sizes that are currently loaded on the printer.

Configure Mobile Printing and Scanning

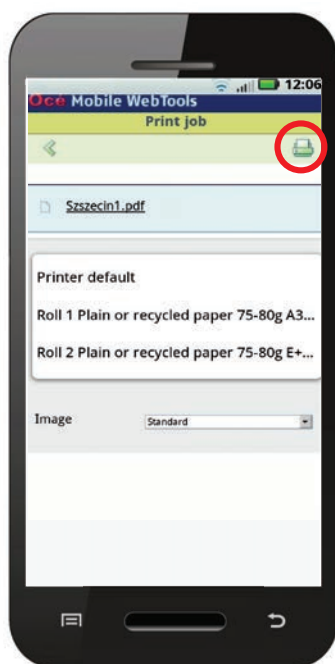
Océ Mobile WebTools

Introduction

Océ Mobile WebTools provides the following functionalities:

- Submit a print-ready file to the printer from a mobile device.
- Save a scanned file from the printer on a mobile device.
- Delete a scanned file on the printer.

Illustration



Requirements

Océ Mobile WebTools can be accessed via the browser on your mobile device.

The following are required in order for this to work:

- A Wi-Fi infrastructure connected to the printer's network.
- A compatible mobile device on which you can access and browse the file system.
- A compatible mobile operating system.
- A compatible mobile web browser.

Optionally:

- You need a mobile file explorer application to print a stored file.
- A mobile application to scan QR Code.

How to use the functionality

When you want to use Océ Mobile WebTools:

- The system administrator configures the network and Wi-Fi infrastructure
- The System Administrator enters the configuration information on the printer controller interface.

With this information you can generate and print the Quick Response Card.

The Quick Response Card contains the QR Code, and it contains information on how to connect to the Océ Mobile WebTools.

- The user activates Wi-Fi on the mobile device, and connects to the network. The user opens Océ Mobile WebTools on the device's web browser.
- With Océ Mobile WebTools the user can print a file from the mobile device, and the user is able to save a scanned document.

Get the latest information on infrastructure and mobile device compatibility

Refer to the Océ PlotWave-ColorWave Systems Connectivity manual on the <http://downloads.oce.com> product page to get information on the connection requirements, or visit <http://www.canon.com/support/> to find more information on mobile connection.

Configure Océ Express WebTools settings for a mobile connection

Introduction

If you want to give users easy access to Océ Mobile WebTools, the settings must first be configured. With the information you can develop a Quick Response Card to create easy access.



NOTE

- For this procedure, you need to log in as Key Operator or Power User.
- Make sure you configure your Wi-Fi network and connect the printer to the network.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click [Edit] in the right hand corner of the [Mobile] section.
3. Enter the settings. This information will also be printed on the Quick Response Card:



NOTE

Enter information according to your IT policy. Contact your system administrator for more information.

Mobile section in Océ Express WebTools

Setting	Action
[Wi-Fi name on QRC sheet]	Enter the name of your Wi-Fi network. The name will be displayed on the Quick Response Card.
[Wi-Fi key on QRC sheet]	If required, enter the password for your Wi-Fi network. The key will be displayed on the Quick Response Card.

4. Click [Ok] to confirm your settings.



NOTE

When the printer is in a Windows domain network, enter the domain name in Océ Express WebTools:

- Open the [Configuration] - [Connectivity] tab
- Go to the [Network adapter] section. Enter the domain name in the field [Primary DNS suffix].

Generate the Quick Response Card

Introduction

When you want users to easily access the printer from their mobile devices, you can generate the Quick Response Card. The Quick Response Card contains all the information to establish a connection between the mobile device and the printer. The card contains all your settings and a uniquely generated QR code. The URL of your printer is displayed so you can also access Océ Mobile WebTools on your mobile device via the web browser.

Print the Quick Response Card on individual cards or on a poster to provide easy access to the printer.

Before you begin

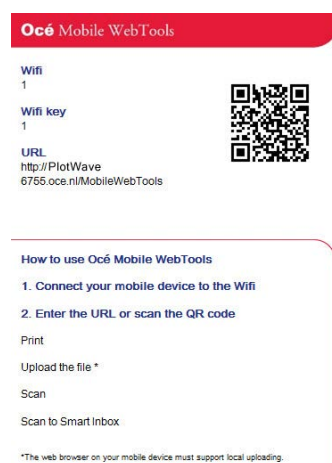
You need to edit the settings for the connectivity information in Océ Express WebTools first. Only a System Administrator or Power User can edit the information.



NOTE

The illustration below is an example, you cannot print and use this Quick Response Card for your personal printer. The printer generates a unique Quick Response Card with your own personal QR Code, based on your settings.

Illustration



[1] Example of a QR Card

Procedure

1. Open the [Support] - [About] tab.
2. Click on [Quick Response Card] in the [Downloads] section.
A new window opens. The Quick Response Card is automatically generated and displayed in the window.
3. Print the Quick Response Card.

Connect your mobile device to Océ Mobile WebTools

Before you connect:

- Make sure the system is configured.
- Make sure you generate the Quick Response Card.
- Make sure you activate the Wi-Fi connection on your mobile device.



NOTE

- For iOS mobile devices, you can also enter the IP address of the printer in the iCab Mobile browser to get access to the more extended Océ Express WebTools.
- Find the latest compatibility information on the Océ website under the Support tab.
- If the connection fails and cannot be established on your mobile device, contact the system administrator.

Connect to Océ Mobile WebTools

You can connect to Océ Mobile WebTools in three ways. Follow the steps to get connected.

Connect with:	Steps
The QR code	<ul style="list-style-type: none"> • Open the QR Code scan application on your mobile device. • Scan the QR Code displayed on the Quick Response Card. Océ Mobile WebTools opens in the web browser of your mobile device. • When requested, enter the password on the Quick Response Card in order to connect.
The URL	<ul style="list-style-type: none"> • Open the web browser on your mobile device. • Enter the printer's URL, displayed on the Quick Response Card. For example: 'http://hostname(.com)/MobileWebTools. • When requested, enter the password on the Quick Response Card in order to connect.
The IP address	<ul style="list-style-type: none"> • Open the web browser on your mobile device. • Enter the printer's IP address. Get the IP address from your system administrator. • When requested, enter the password on the Quick Response Card in order to connect.
	<p>Océ Mobile WebTools opens in the web browser of your mobile device.</p> <p>You can now use it to print from your mobile device or save scanned files on your mobile device.</p>

Chapter 4

Use the Printing System

What you need to know before you start a job

Definition

You can make a copy, scan, or print job as intricate as you like. There are three general levels on which you can make changes to the job settings before you start a job:

- Default level: simple
- Presets level: medium
- Advanced settings level: extensive - tune specific

Three levels of job submission

No.	Job settings level	Steps
1.	Basic job - Default	<ul style="list-style-type: none">• Select your print job from the location or insert an original for copy and scan jobs.• Tap the green button; the default settings are used.
2.	Extended job - Presets	<ul style="list-style-type: none">• Select your print job from the location or insert an original for copy and scan jobs.• Tap the copy, scan or print tile twice to open the window with the presets and the advanced settings.• Change one or more presets.• Tap the green button.
3.	Extended job - Advanced settings	<ul style="list-style-type: none">• Select your print job from the location or insert an original for copy and scan jobs.• Tap the copy, scan or print tile twice to open the window with the presets and the advanced settings.• Tap [Show all settings].• Change one or more of all the listed settings.• Tap the green button.

Take note of the following:

- The values defined in Océ Express WebTools are default values for the general system behavior. You can define a number of job settings in the Océ printer drivers or job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the default settings in Océ Express WebTools.
- Make sure that you define and load the correct media for your job.
- Make sure that you define the correct job settings: for example, orientation, rotation and media type.

How to feed an original

Introduction

When you want to copy or scan, it is important to correctly feed the original in the printer.



IMPORTANT

- The scanner can not scan an original that is thicker than 0.8 mm or rigid originals. When you use the carrier sheet that is available as an option, ensure that the combined thickness of both the document and carrier sheet does not exceed 0.8 mm. For more information, see [How to use the carrier sheet on page 209](#).
- Do not retrieve the original from the printer when it is already fed into the scanner. To release the original press the stop button on the user panel and tap [Release the original] under the Smart Access.

Procedure

1. Feed the original face up and centered on the original feeding table.



2. The scanner takes the original.
The width of the original is automatically detected and displayed in the Smart Access. The live scan view displays the scanning process.

Result

Depending on the selected [Original release mode] in Océ Express WebTools, the scanner holds or releases the original after the scan procedure. Tap [Release the original] under the Smart Access to let the scanner release the document.

When the original is released, you can feed the next original.

How to auto-feed an original

Introduction

When you activate the auto-feed functionality, you do not need to use the green button every time you scan a document. This way you improve your productivity. The scanner is activated automatically and releases the original after the scan procedure.



NOTE

- The auto-feed functionality is disabled when you select the print tile or when the user panel reverts to the home screen after the specified time-out period.
- You can change the settings of your copy or scan job before you feed the originals.

Procedure

1. Feed the first original face up and centered on the original feeding table.
2. The scanner takes the original.
3. Tap the green button twice. The green button displays the message [Automatic].
4. Tap the green button to start the scan job.
5. When the user panel displays the message [Insert original], you can insert the next original.
6. When you want to de-activate the auto-feed functionality, tap the green button. [Automatic] disappears from the green button.

How to use the carrier sheet

Introduction

The carrier sheet can help you scan an original. The use of the carrier sheet depends on the condition of your original.

When to do

You can use the carrier sheet when you want to copy or scan:

- an original that is smaller than A4 size
- an original that is fragile or damaged
- an original that is badly creased
- an original that has other pieces of paper attached to it.



IMPORTANT

When handling the carrier sheet, be very careful not to scratch or otherwise damage it.



NOTE

- When you use the carrier sheet with color documents, the colors can shift slightly.
- The carrier sheet is optional and not delivered with the machine. You can order it on the company website or via your local representative.

Procedure

1. Open the carrier sheet and place the original. The printed side of the original must be visible through the transparent protection sheet.
2. Place the carrier sheet with the original face up and centered on the original feeding table.



IMPORTANT

Make sure that you first feed the sealed side of the carrier sheet into the scanner.

3. Feed the carrier sheet with the original into the scanner.
The scanner will detect the width of the carrier sheet as the original width.
The scanner takes the carrier sheet with the original.
4. A copy or scan is made of your original.

Print Jobs - Job submission tools

Use Océ Publisher Express to send a print job

Introduction

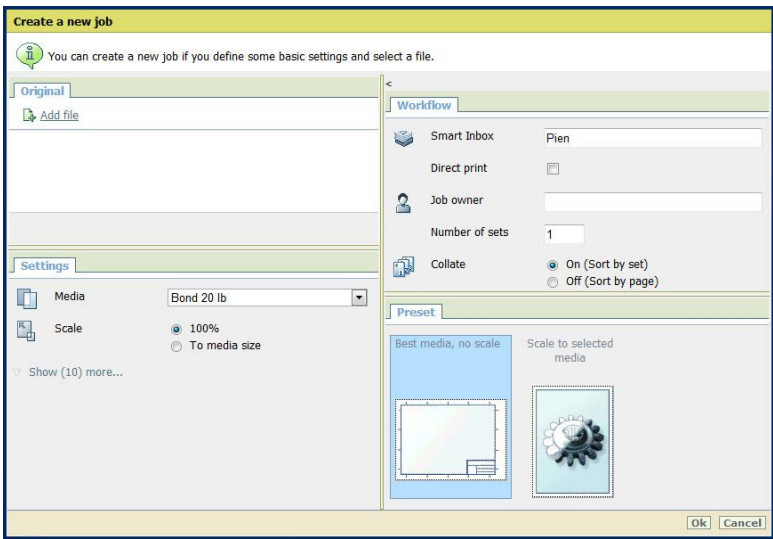
Océ Publisher Express is a job submitted that is integrated in Océ Express WebTools.



NOTE

When you use Océ Publisher Express to submit a print job, the maximum job size is 2 gigabyte.

Illustration



Step	Action	Remarks
1	Open the [Jobs] - tab.	This tab displays the following. <ul style="list-style-type: none">• The Océ Publisher Express section.• An overview of all jobs that are currently available in the Job and Scan Queues.• An overview of all the Smart Inboxes that currently contain one or more jobs.
2	Click on [Create new job] in the Océ Publisher Express section.	A separate window opens. ▶

Step	Action	Remarks
3	Click on [Add file] and use the Browse... button to select the file you want to print. Repeat this action to add more files to the job.	You can only print documents with the following data formats. When you use other formats, the file cannot be sent to the printer. <ul style="list-style-type: none"> • HP-GL - .hp, .hpg, .hpgl • HP-GL/2 - .hp2 • HP RTL - .rtl • CALS - .cls, .cal • NIRS - .nir, .nif • CalComp - .cc, .906, .907, .951, .crf, .pci • Edmics (C4) - .c4 • TIFF - .tif • PostScript 3 - .ps (licensed) • PDF - .pdf (licensed) • JPEG - .jpg, .jpeg
4	Select the [Preset] and change the [Settings] if necessary.	Job settings that you change in Océ Publisher Express always overrule the default settings defined in Océ Express WebTools.
5	In the [Workflow] section enter the name of the Smart Inbox you want to print to and click [Ok] to send the print job to the Smart Inbox.	You can easily create a new Smart Inbox when you enter a new Smart Inbox name.

Use the Smart Inbox to send a print job

Introduction

If you have already added a job to the Smart Inbox in Océ Express WebTools, you can print this job via the Smart Inbox.



NOTE

For more information on how to create a Smart Inbox, see [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 94](#) and [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#).

Procedure

1. Select the [Jobs] tab in Océ Express WebTools.
2. Click on "Open Smart Inbox".
3. Click on the white field and select the correct Smart Inbox.
4. Select the job and click [Print]. The job is copied into the queue.

Use Océ Publisher Select to send a print job

Definition

Océ Publisher Select is a client application that allows you to create, preview, print and manage jobs in an intuitive way.

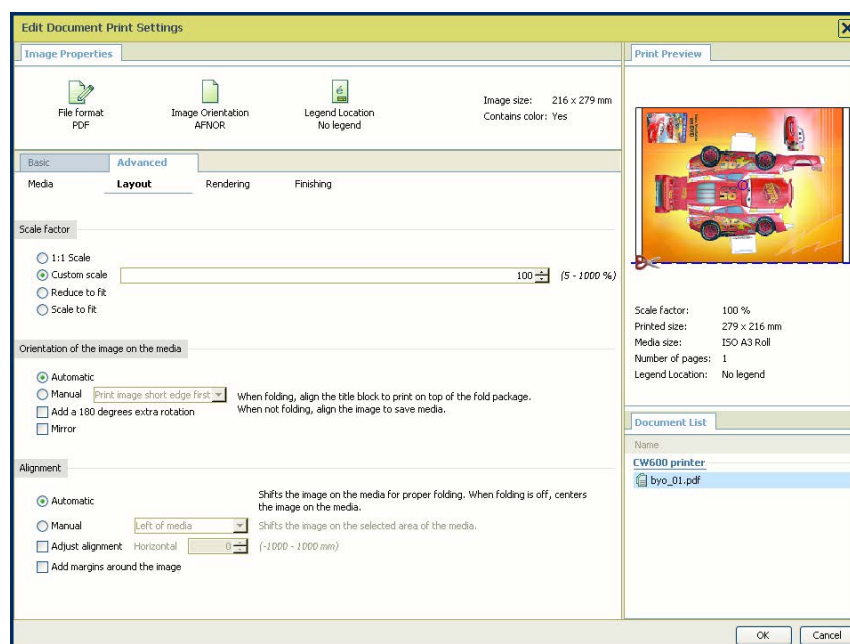
Océ Publisher Select

The software is based on user's intent.

When a job is created, the system:

- Allows you to load files to print from the workstation or from the network.
- Automatically prints documents from a "Hot Folder".
- Analyzes each file added to the job.
- Automatically applies the default print settings defined in the template.
- Automatically selects the media to be used according to the template you selected.
- Automatically selects the optimal configuration of settings according to the [Image Properties] and printer's capabilities (for folding for instance).
- Can automatically detect the location of the legend on a document.
- Displays an instantaneous and interactive [Print Preview] of the expected output (including the location of the top of the folded packet when folding is activated).
- Allows you to tune each [Basic] and [Advanced] setting of a document before printing it.
- Allows you to add a banner page to each set of documents.
- Allows you to create and print stamps on documents.
- Allows you to save jobs (including their configuration) in order to archive or reprint them.
- Provides accounting capabilities.
- Submits the jobs to an inbox.
- Allows you to monitor the status of your jobs.

The values set in Océ Publisher Select override the defaults set for the printer.



Use Océ Publisher Select to send a print job

Step	Action	Remarks
1	Start Océ Publisher Select and connect it to the Océ system	
2	Create a new job	
3	Add the print files to the job	The system immediately starts to interpret the file. It automatically selects the most appropriate media and orients the image on the media.
4	Edit and adjust the document print settings when needed	In the [Edit Document Print Settings] window, you can: <ul style="list-style-type: none"> • Select one or several documents in the [Document List] to display the properties, print settings, and [Print Preview]. • Check and adjust the [Image Properties]. • Tune the [Basic] settings. • Tune the [Advanced] settings: <ul style="list-style-type: none"> - the [Media] settings - the [Layout] settings - the [Rendering] settings - the [Finishing] settings - the [Stamping] settings
5	Check the [Print Preview]	The system displays an interactive preview to represent: <ul style="list-style-type: none"> • The way the system will print the image. • The effects of the selected settings on the output.
6	Send the print job to the printer	
7	Track and manage a submitted job	<ul style="list-style-type: none"> • View the status of the job • Save the job • Duplicate the job • Cancel the job

**NOTE**

You can download the latest version of Océ Publisher Select from <http://downloads.oce.com>.

Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job

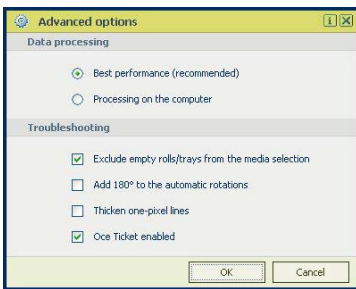
Introduction

Océ provides the Océ Wide format Printer Driver for Microsoft® Windows® that allows you to send print jobs to your printer.

This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under a Windows operating system to your Océ printer.



Step	Action	Remarks
1	Open the file that you want to print in the source application.	AutoCAD® or any other Windows application
2	From the [File] menu of the application, click [Print].	
3	Select the product name of your printer in the [Printer] area of the [Print] dialog box.	
4	Click [Properties].	You can define the default print job settings in Océ Express WebTools. ▶

Step	Action	Remarks
5	In the [Options] menu in the upper right hand corner of the screen choose [Advanced options]. Make sure a checkmark is placed in the [Océ Job Ticket enabled] box of the [Troubleshooting] section to overrule the default values for the job settings.	
6	Check all tiles in the printer driver and change the settings, if necessary.	
7	Click [OK] to send the print job to the [Smart Inbox] or the print queue.	

Use the Océ PostScript® 3 Driver to send a print job

Introduction

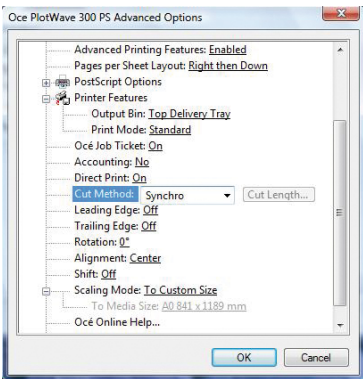
Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your printer.



NOTE

You need a license to be able to print PostScript files on the printer.

Illustration



Step	Action	Remarks
1	Open the file that you want to print in the source application.	
2	From the [File] menu of the application, click [Print].	
3	Select the product name of your printer in the [Printer] area of the [Print] dialog box.	
4	Click [Properties] and [Advanced].	When you select Properties you can make settings for the print job.
5	Activate the Océ Job Ticket to overrule the default values for the job settings.	
6	Check and change the Printer Features settings if necessary.	
7	Click [OK] to send the print job to the Smart Inbox or the print queue.	

Use Océ Publisher Mobile to send a print job

Introduction

Océ Publisher Mobile is an application that enables you to easily plot from an Océ system via your iPhone, iPad, or Android device.

All Océ TCS, TDS, ColorWave and PlotWave systems are supported. A user can plot all PDF*, PLT (HPGL1/2), TIFF, JPEG and DWF* files.



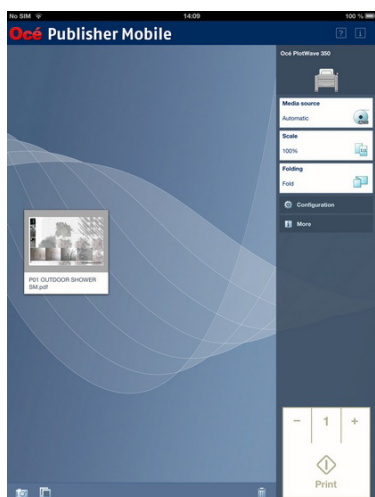
NOTE

* Supported file types can vary depending on your system and active licenses.

Before you begin


Download Océ Publisher Mobile from the Play Store for Android devices or the App Store for iOS devices.

Illustration



Add a printer to Océ Publisher Mobile

Step	Action	Remarks
1	Open Océ Publisher Mobile on your mobile device.	
2	Tap the printer button.	Océ Publisher Mobile detects the compatible printers that are available in your network.
3	The detected printer, indicated with a "Connection" icon, is added to your printer list.	If your printer is not detected, you can add it manually. Tap the "Add" printer button.
4	From the printer list, select your printer.	
5	Tap the "Configure" icon next to the printer name.	The printer configuration window opens.
6	Enter the IP address or hostname of the printer	

Step	Action	Remarks
7	Add the settings for the printer.	<ul style="list-style-type: none"> • Enter a name • Check or define the printer model • Define the number of rolls • Indicate if there is a folding device
8	Save the settings. Your printer is added.	 NOTE You can also open Océ Express WebTools. Tap the hyperlink in the configuration window. This is useful to: <ul style="list-style-type: none"> -know the printer status -enter accounting information -see your Smart Inbox -see if there is an error.

Send a print job from Océ Publisher Mobile

Step	Action	Remarks
1	Open the file you want to print in Océ Publisher Mobile.	
2	Select your printer.	
3	Define the print settings you need.	Main settings you can select: <ul style="list-style-type: none"> • Media source • Scale • Folding
4	Indicate the number of copies.	
5	Tap the green button	Your job is sent to the printer.

Print from your mobile device

Introduction

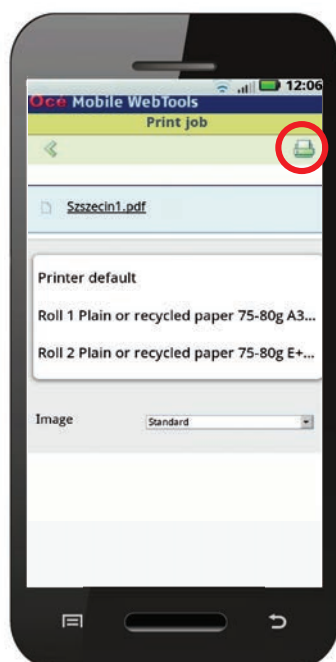
When you have access to Océ Mobile WebTools you can print a file from your mobile device on the printer .



NOTE

- You can navigate in a file repository on your mobile device. If needed, install a file explorer application. For more details refer to the Océ website.
- Make sure you have a working connection.
- When the system requires accounting information, your print job is sent to the Smart Inbox named [Mobile] in Océ Express WebTools. It is not printed. Connect to Océ Express WebTools from a workstation. Enter the accounting information to print the job.

Illustration



Procedure

1. Go to the [Print] section and select [New job].
The [Print job] window opens.
2. Click on [Select a file].
3. Browse to the file you want to print and click Open.
4. Define the settings for your print job and click Ok.
5. After defining your settings, click on the printer icon in the upper right-hand corner. The job is sent to the printer.

Result

Your document is printed. Your print job appears on the user panel and in the job queue of Océ Express WebTools, while it is being printed.

Use FTP to send a print job

Introduction

The printer supports printing through FTP.

When you send your print job through FTP the default Océ Express WebTools settings are leading.



NOTE

- You must enable printing through FTP in Océ Express WebTools.
- For more information on how to create an external location via FTP on the user panel, see [Create an external location on page 129](#).

Before you begin

Find the network settings and IP address of your printer on the user panel.

Tap the system menu thumbnail and select [Network settings] in the list. A wizard opens with the required information.

How to send a print job via FTP

You can print the files through FTP in the following ways.

- Via a command line prompt
- Via an FTP application
- From a web browser:

Enter the address **ftp://<hostname or IP address> /jobs** in your workstation browser.

The printer has a dedicated FTP Jobs folder. You cannot delete or change this folder. It is created at installation and protected. The most convenient way to print files through FTP is to drag and drop the files, or to copy and paste the files into this [Jobs] folder on the FTP site of the printer controller. The documents in the folder are printed on your printer.

Web browsers that support job submission through FTP

Level of functionality	Web browser	Operation
Supports drag and drop of files	Microsoft® Internet Explorer Mozilla Firefox™	Drag the jobs into the [Jobs] folder on the FTP site of your printer.
Supports copy and paste of files.	Microsoft® Internet Explorer Mozilla Firefox™	Paste the jobs into the [Jobs] folder on the FTP site of your printer.

Use LPR to send a print job

Introduction

The printer supports printing through LPR.

When you send your print job through LPR, the default Océ Express WebTools settings are leading.



NOTE

You must enable printing through LPR in Océ Express WebTools.

How to send a print job via LPR

Type the following line command after the Command prompt: **lpr -S** <hostname or IP address> **-P** <print queue name> <file name>.



NOTE

You can use any name for <print queue name>, for example **jobs**.

Use the cloud to send a print job

Introduction

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Before you begin

Create an external location via [WebDAV] in Océ Express WebTools to enable your cloud connection with the printer. For more information, see [Create an external location on page 129](#).

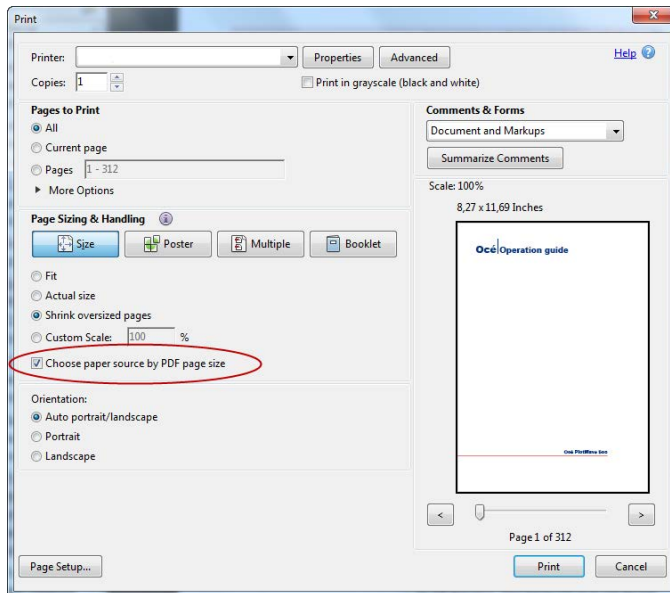
Procedure

1. Open your cloud application, on your mobile device.
2. Depending on the application you use:
 - add and save the file you want to print or...
 - send the file to the printer.

Troubleshoot print job submission

Introduction

Check the issues and solutions to troubleshoot print job submission.



Issue	Solution
Unable to print a PDF file using Adobe Acrobat reader.	When you submit the print job (File - Print), make sure you check the box 'Choose paper source by PDF page size' in the print dialog.

Basic Print Jobs - Default

Do a default print job

Introduction

When you want to print a job and you do not make any settings, the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

Océ Publisher Express	Use Océ Publisher Express to send a print job on page 210
Océ Publisher Select	Use Océ Publisher Select to send a print job on page 213
Océ Wide format Printer Driver for Microsoft® Windows®	Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job on page 215
Océ Postscript Driver	Use the Océ PostScript® 3 Driver to send a print job on page 217
Océ Publisher Mobile	Use Océ Publisher Mobile to send a print job on page 218
Océ Mobile WebTools	Print from your mobile device on page 220

Or submit a job via

LPR	Use LPR to send a print job on page 222
FTP	Use FTP to send a print job on page 221
The cloud (WebDAV)	Use the cloud to send a print job on page 223
PlanWell Collaborate	Use the cloud to send a print job on page 223
USB	Print from a USB key on page 228

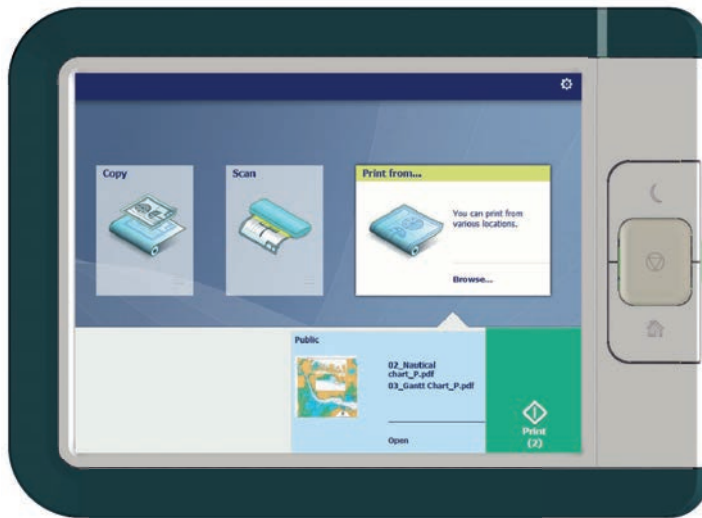


NOTE

This following procedure applies when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see [Direct print on page 227](#).

Procedure

1. After you have submitted a job to the printer, tap the print tile on the user panel to open the list of locations.
2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the green button, next to the job settings.

Direct print

Introduction

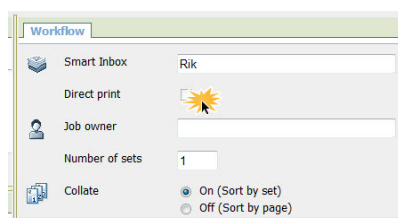
When you want to do a default print job:

- You can print with direct print.
When you print with direct print, the print job is sent to the queue immediately.
- You can print without direct print.
When you print without direct print you can start the job locally at the printer.



NOTE

- When the [Preferences] - [System defaults] - [Job management] - [Override destination of print jobs] is set to [Yes, send only to Smart Inbox], you cannot print directly and you have to start the print job at the printer. When you want to print with direct print, you must change this setting in Océ Express WebTools.
- For more information on how to submit a print job via Océ Publisher Express see [Use Océ Publisher Express to send a print job on page 210](#).



Do a default print job with direct print

Step	Action
1	Send a job to the printer via one of the job submitters and select "direct print" in the job ticket. Usually via Océ Publisher Express in Océ Express WebTools.
2	Go to the printer to collect your print.

Do a default print job without direct print

Step	Action
1	Send a job to the printer and select the preferred Smart Inbox as a location, via one of the job submitters.
2	Go to the printer and open your Smart Inbox, via the Smart Access on the user panel.
3	Select your job in the Smart Inbox.
4	Tap the green button to print your job.

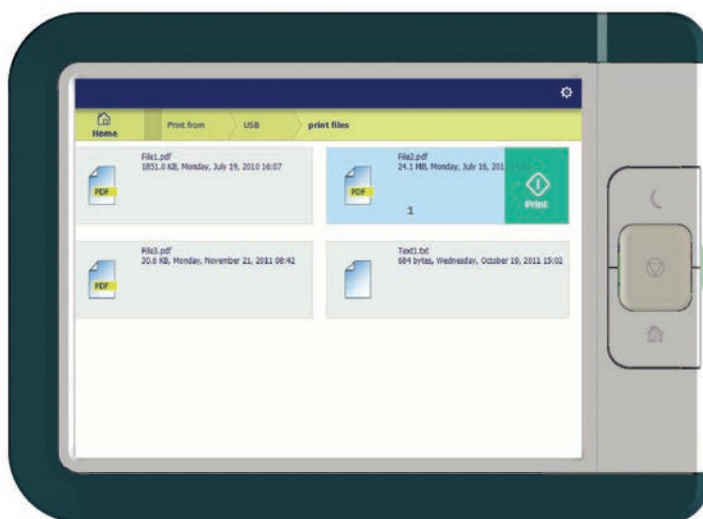
Print from a USB key

Introduction

With a USB key, you can perform print and scan jobs on the printer.

Procedure

1. Insert a USB key into the USB port on the multi-touch user panel.
The print tile is automatically selected on the user panel, and the USB location is active.
2. Tap on the USB location in the print Smart Access.
A window with a list of the folders and files present on your USB key opens. Swipe through the list and find the correct file.



3. Tap the green button to start the job.
When you want to make more settings, you can tap on the job name and job settings. The preset window opens, and you can make additional settings.

Extended Print Jobs

Print presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The print presets are divided into four categories:

- [Media]
- [Layout]
- [Image]
- [Finishing]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	<i>What you need to know about presets on page 119</i>
How to change the preset settings	<i>Set the default print preset on page 124</i>

The Image preset for print jobs

Introduction

With the [Image] preset, the quality and the productivity of a print job can be defined. There are five pre-defined presets and a sixth custom preset can be created in Océ Express WebTools.

Image presets

Use the overview, to select the best [Image] preset for your job.

Image preset	Properties
[Océ Print Assistant]	This preset is used by default. For most originals, good quality color prints can be made. The Océ Print Assistant automatically determines the best print quality for your job.
[Fast CAD Color]	Use the preset for color CAD drawings, when productivity is an important factor.
[Normal CAD/Poster]	Use the preset for color CAD drawings and posters, when quality is an important factor.
[Quality poster/Photo]	Use the preset for the full range of photo-like originals with high color accuracy, when quality is an important factor .
[Fast CAD B/W]	Use the preset for black and white CAD drawings, when productivity is an important factor.


Advanced settings for print jobs

Introduction




When you tap the Scan tile on the multi-touch user panel, you can make your own settings.


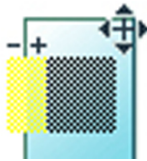

Apart from the preset tiles, you can select the advanced settings under [Show all settings]. These settings are used for extended print jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.




Preset category: [Media]

Setting	Settings values	Function
[Media type]	Any type List of media types	The type of media you use.
[Media size]	Any size List of media sizes	The size of media you use.
[Media source]	[Automatic] 'Roll 1 to 4' (description of media type and media size loaded on the specific roll)	Define the media feed to copy or print on. When you select [Auto] the printer automatically selects the media roll. 


Preset category: [Layout]

Setting	Settings values	Function
[Cut size]	[Cut method]: • [Synchro] • [Standard] • [Custom]	When set to [Synchro], the print is cut depended of the image. When set to [Standard], the print is cut to a standard media size. When set to [Custom], you must enter the sizes manually. 
	[Custom cut length]	Cuts the print at the defined length. From 210 to 20,000 mm, or 8.3 to 7874 inches.
	[Add a leading strip]	Adds a blank strip at the beginning of the output. From 0 to 400 mm, or 0 to 16 inches. 
	[Add a trailing strip]	Adds a blank strip at the end of the output. From 0 to 400 mm, or 0 to 16 inches. 
[Rotation]	[0°] [90°] [180°] [270°] [Automatic landscape] [Automatic media saving] [Automatic media saving with 180°] [Automatic portrait]	Rotates the image counterclockwise. Select [Automatic media saving] to use the media in the most efficient way.


Setting	Settings values	Function
[Positioning]	[Alignment]: <ul style="list-style-type: none"> • [Top left] • [Top] • [Top right] • [Left] • [Center] • [Right] • [Bottom left] • [Bottom] • [Bottom right] 	[Aligns the image on the media.] 
	[Horizontal shift]	[Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').] From - 1067 mm to 1067 mm, or - 42 to 42 inches. 
	[Vertical shift]	[Shifts the image in the vertical direction (after alignment to one of positions given in "Alignment").] From - 1219 mm to 1219 mm, or - 48 to 48 inches. 

Setting	Settings values	Function
[Scale]	[1:1]	Scales the image to the original size.
	[To media size]	Scales to the selected media width.  NOTE You can only use this setting, when a specific media roll is selected.
	[To standard size]	Scales the image to fit the media size you select from a list. 
	[Custom]	Scales the image to a custom percentage. 10 - 1000% 

Preset category: [Image]

Setting	Settings values	Function
[Print quality]	<ul style="list-style-type: none"> • [Océ Print Assistant] • [High speed] • [Economy - fast] • [Production] • [Quality] 	Define the print quality of your output. <ul style="list-style-type: none"> • Select [Océ Print Assistant] for an automatic, optimal print quality selection. • In the print quality range from [High speed] to [Quality] the quality increases while the speed decreases. In case the [Color mode] setting is set to [Grayscale] the print quality [Economy - fast] uses color toner to increase the density of grayscale prints.
[Color mode]	[Color] [Grayscale]	Define the default output in color or grayscale.
[Mirror]	[On] [Off]	[When "on", the image is mirrored along the vertical axis (the media transport direction).] Set to [On] for strongly curled transparent originals that have to be fed upside down in the scanner. Or for (dark) transparent originals that have the information printed on the back. 

Preset category: [Finishing]

Setting	Settings values	Function
[Delivery]	[Top Delivery Tray]	Location on top of the printer that deposits the sheet face-down.  NOTE Not all media types can be delivered to the [Top Delivery Tray].
	[Back output] or [Fold].	Select [Back output] to default deliver your output at the back of the printer. Select the folding device when it is configured, and you want to fold your output.
	[Fold template]	When a folding device is configured, you can select the preferred fold template, to fold with predefined settings.

Basic Copy Jobs - Default

Do a default copy job

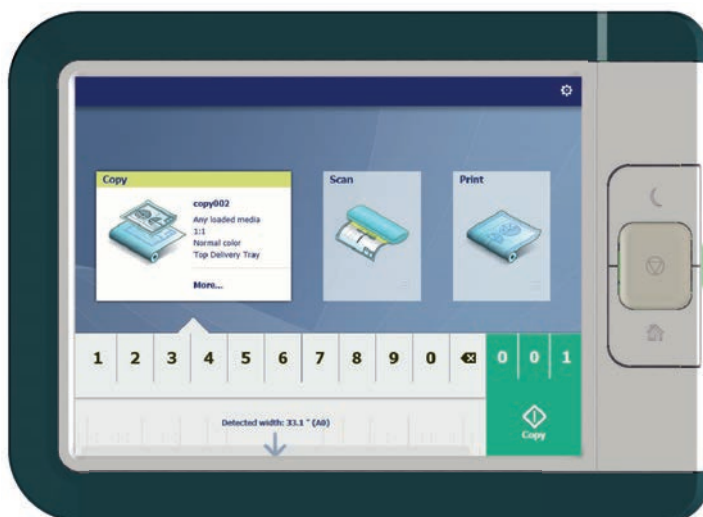
Introduction

When you want to copy an original and you do not make any settings, the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Procedure

1. Feed the original face up and centered on the original feeding table.
The copy tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



NOTE

Tap on [Release the original] under the Smart Access to release your original from the scanner.

Extended Copy Jobs

Copy presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The copy presets are divided into four categories:

- [Media]
- [Layout]
- [Image]
- [Finishing]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	<i>What you need to know about presets on page 119</i>
How to change the preset settings	<i>Set the default copy preset on page 120</i>

The Image preset for copy jobs

Introduction

With the [Image] preset, the quality and the productivity of a copy job can be defined. There are five pre-defined presets and a sixth custom preset you can create in Océ Express WebTools.

Image presets

Use the [Image] setting to select the default stamp for your output.

Image preset	Properties
[Normal color]	This preset is used by default. For most originals, good quality color copies can be made. The quality settings are balanced between color accuracy, and the enhancement of fine information while background is being suppressed.
[Photo/Poster]	Use the preset for the full range of a photo-like originals with high color accuracy.
[Fast CAD]	Use the preset for color CAD drawings, when productivity is an important factor. Line information is enhanced and background is suppressed. When you have a CAD original with large area fills, choose the [Normal color] preset.
[Normal CAD B/W]	Use the preset for black and white CAD drawings, when quality is an important factor. Line information is enhanced and background is suppressed.
[Fast CAD B/W]	Use the preset for black and white CAD drawings, when productivity is an important factor. Line information is enhanced and background is suppressed. When you have a black and white CAD original with large area fills, choose the [Normal CAD B/W] preset.


Advanced settings for copy jobs

Introduction




When you tap the copy tile on the multi-touch user panel, you can make your own settings.





Apart from the preset tiles, you can select the advanced settings under [Show all settings]. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.


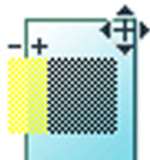




Preset category: [Media]

Setting	Settings values	Function
[Media type]	Any type List of media types	The type of media you use.
[Media size]	Any size List of media sizes	The size of media you use.
[Media source]	[Auto] 'Roll 1 to 4' (description of media type and media size loaded on the specific roll)	Define the media feed to copy or print on. When you select [Auto] the printer automatically selects the media roll. 

Preset category:[Layout]







Setting	Settings values	Function
[Cut size]	[Cut method]: <ul style="list-style-type: none"> • [Synchro] • [Standard] • [Custom] 	When set to [Synchro], the print is cut dependent of the image size. When set to [Standard], the print is cut to a standard media size. When set to [Custom], you must enter the sizes manually. 
	[Custom cut length]	Cuts the print at the defined length. From 210 to 20,000 mm, or 8.3 to 7874 inches.
	[Add a leading strip]	Adds a blank strip at the beginning of the output. From 0 to 400 mm, or 0 to 16 inches. 
	[Add a trailing strip]	Adds a blank strip at the end of the output. From 0 to 400 mm, or 0 to 16 inches. 



Setting	Settings values	Function
[Remove strip]	[Top]	[Erase a strip from the beginning of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Bottom]	[Erase a strip from the bottom of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Left]	[Erase a strip from the left side of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Right]	[Erase a strip from the right side of the original.] From 0 to 400 mm, or 0 to 16 inches. 

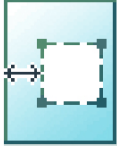



Setting	Settings values	Function
[Positioning]	[Alignment]: <ul style="list-style-type: none"> • [Top left] • [Top] • [Top right] • [Left] • [Center] • [Right] • [Bottom left] • [Bottom] • [Bottom right] 	[Aligns the image on the media.] 
	[Horizontal shift]	[Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').] From - 1067 to 1067 mm, or - 42 to 42 inches. 
	[Vertical shift]	[Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').] From - 1219 to 1219 mm, or - 48 to 48 inches. 
[Scale]	[1:1]	Scales the image to the original size.
	[To media size]	Scales to the selected media width.  NOTE You can only use this setting, when a specific media roll is selected.
	[To standard size]	Scales the image to fit the media size you select from a list. 
	[Custom]	Scales the image to a custom percentage. 10 - 1000% 

Preset category: [Image]


Setting	Settings values	Settings values	Function
[Quality]	[Scan quality]	[Normal] [High]	<p>Define the quality of the scan.</p> <ul style="list-style-type: none"> • Select [High] to scan with a higher resolution. This can prevent a moiré pattern for originals that contain gray or colored areas. • For pure CAD originals [Normal] is mostly sufficient. <p>Select [Normal] when productivity is an important factor.</p>
	[Print quality]	[Automatic] [High speed] [Economy - fast] [Production] [Quality]	<p>Define the print quality of your output.</p> <ul style="list-style-type: none"> • Select [Automatic] for an automatic, optimal print quality selection. • Select the print quality from [High speed] to [Quality], in which the quality increases while the speed decreases. <p>In case the [Color mode] setting is set to [Grayscale] the print quality [Economy - fast] uses color toner to increase the density of grayscale prints.</p>
	[Color mode]	[Color] [Grayscale]	Define the default output in color or grayscale.

Setting	Settings values	Settings values	Function
[Original]	[Original type]	[Folded lines/text] [Lines/text] [Map] [Colored original] [Artwork] [Photo] [Blueprint] [Dark original]	Define the type of original you use. The choice depends on the chosen [Color mode]. For more information on choosing the correct original type, see The original type on page 249 . 
		[Automatic] [On] [Off]	Reduce the background noise of the image. <ul style="list-style-type: none"> Default is [Automatic]. Dependent of the chosen [Original type], background compensation is automatically applied or not. Override [Automatic] by selecting [On] or [Off]. The applied background compensation method depends on the chosen original type. 
		[Auto]	The width of the original is automatically detected by the scanner. 
	[Original width]	[Standard]	Select the width of the original as a standard size.   NOTE Depends on the media type and size you have configured in Océ Express WebTools
		[Custom]	The width of the original is a custom size. You can enter a size within the range of 210 to 914 mm, or 8.5 to 36 inches. 

Setting	Settings values	Settings values	Function
[Image]	[Color highlighting]	[On] [Off]	<p>Set to [On]:</p> <ul style="list-style-type: none"> to make notes made with marker pens more visible. to emphasize colors, of CAD drawings with colored information and a solely grayscale (black) background information. <p> NOTE</p> <ul style="list-style-type: none"> When the [Color mode] is set to [Color], color highlighting will make the colors more saturated. When the [Color mode] is set to [Grayscale], colors will be copied darker than the grayscale information on the original. The setting is disabled for the original types, [Photo], [Artwork], [Blueprint].
	[Lighter/Darker]	Value from -5 to 5	<p>Define the lightness and the contrast of a copy. Increase the value for lighter prints, and decrease for darker prints.</p> <p>When you make a copy darker, the information becomes darker while the background is less affected. When you make a copy lighter, weak information is not clipped to white.</p>
	[Mirror]	[On] [Off]	<p>[When "On", the image is mirrored along the vertical axis (the media transport direction).]</p> <p>Set to [On] for strongly curled transparent originals that have to be fed upside down in the scanner. Or for (dark) transparent originals that have the information printed on the back.</p> <p></p>

Setting	Settings values	Settings values	Function
[Area to erase]	[Area to erase: X origin]	From 0 to 914 mm, or 0 to 36 inches	[The origin of the area to erase on the horizontal axis, starting from the left.] 
	[Area to erase: Y origin]	From 0 to 6000 mm, or 0 to 250 inches.	[The origin of the area to erase on the vertical axis, starting from the top.] 
	[Area to erase: width]	From 0 to 914 mm, or 0 to 36 inches.	[The width of the area to erase.] 
	[Area to erase: length]	From 0 to 6000 mm, or 0 to 250 inches.	[The length of the area to erase.] 

Preset category: [Finishing]

Setting	Settings values	Function
[Delivery]	[Top Delivery Tray]	Location on top of the printer that deposits the sheet face-down.  NOTE Not all media types can be delivered to the [Top Delivery Tray].
	[Back output] or [Fold].	Select the [Back output] to deliver your output face-up, at the back of the printer. Select the folding device when it is configured, and you want to fold your output.
	[Fold template]	When a folding device is configured, you can select the preferred fold template, to fold with predefined settings.

Recommended settings for copy jobs

Introduction

Use the advised settings to optimize the output of your copy job.

Dependent of a color or grayscale copy job, select the corresponding settings.

Advised settings for color copy

Original document	[Image] preset	Optimize under [Show all settings]
(Folded) CAD drawing	[Fast CAD] with large area fills: [Normal color]	<ul style="list-style-type: none"> For folded originals set the original type to [Folded lines/text] When you want to emphasize colors, set [Color highlighting] to [On].
(Folded) CAD drawing with marks from marker pens	[Fast CAD]. with large area fills: [Normal color]	<ul style="list-style-type: none"> For folded originals set the original type to [Folded lines/text] When you want to emphasize colors, set [Color highlighting] to [On].
Map, GIS, business graphics, etc.	[Normal color]	
Architectural impressions, artwork etc.	[Normal color]	Set original type to [Artwork]
Photos, posters, and high definition color prints	[Photo/Poster]	
Medium quality color prints	[Normal color]	

Advised settings for grayscale copy

Original document	Preset [Image]	Optimize under [Show all settings]
(Folded) CAD drawing	[Fast CAD B/W] with large area fills: [Normal CAD B/W]	For folded originals set the original type to [Folded lines/text]
(Folded) CAD drawing with marks from marker pens	[Fast CAD B/W] with large area fills: [Normal CAD B/W]	<ul style="list-style-type: none"> Set original type to [Colored original] When you want to emphasize colors, set [Color highlighting] to [On].
(Folded) Color CAD drawings, maps, business graphics, etc.	[Fast CAD B/W] with large area fills: [Normal CAD B/W]	<ul style="list-style-type: none"> Set original type to [Colored original] When you want to emphasize colors, set [Color highlighting] to [On].
CAD originals with a non uniform background	[Fast CAD B/W]	Set original type to [Dark original]

Original document	Preset [Image]	Optimize under [Show all settings]
Diazo copies / "Chinese blueprints"	[Fast CAD B/W]	Set original type to [Dark original]
Dark (transparent) originals	[Fast CAD B/W]	Set original type to [Dark original]
Photos and high-definition color prints	[Photo/Poster]	Set [Color mode] to [Grayscale]
Blueprints with white lines on a blue background	[Fast CAD B/W]	Set original type to [Blueprint]

The original type

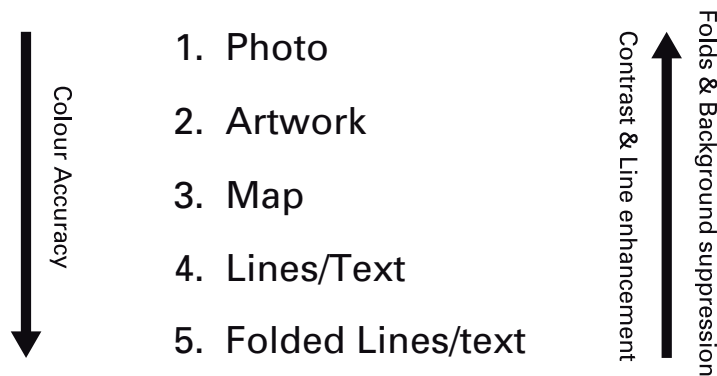
Introduction

When you change the [Original type] setting under [Show all settings] - [Original] on the user panel, you can further optimize the quality of your job.

Change the original type for color or grayscale. Use the overview to select the correct type.

Original types for color

- When you move from original types [Photo] to [Folded lines/text], line enhancement and contrast enhancement are increased, while folds and background are more suppressed.
- When you move from original types [Folded lines/text] to [Photo] the color accuracy is increased.



Original type	Definition
[Photo]	Used for photos and high resolution prints. Photo gives a softer contrast than artwork.
[Artwork]	Used for artwork-like colored originals with more defined color areas and transition between colors.
[Map]	Used for originals with large color areas, that also include lines and finer details.
[Lines/text]	Used for CAD drawings.
[Folded lines/text]	Used for CAD drawings with folds. Lines and wrinkles are suppressed.

Original types for grayscale

Original type	Definition
[Lines/text]	Used for monochrome CAD drawings.
[Colored original]	Used for most colored originals, such as colored CAD drawings.
[Photo]	Used for photos and high resolution prints. Photo gives a softer contrast than colored original.

Original type	Definition
[Dark original]	Used especially for Diazo originals. Originals with a changing 'cloudy' background.
[Folded lines/text]	Used for monochrome CAD drawings with folds. Lines and wrinkles are suppressed. For folded color CAD drawings use [Colored original].
[Blueprint]	Used for classic blueprints, with white information on a blue background.

Make a copy to optimize quality and productivity

Introduction

With the [Image] preset, the quality and the productivity of a copy job can be defined. You can further optimize the quality of a job by changing the original type under the advanced settings. For more information on selecting:

- The Image preset, see [The Image preset for copy jobs on page 238](#)
- The original types, see [The original type on page 249](#)

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap the [Image] preset.
4. Select one of the presets from the list.
5. Tap [Show all settings]. A list with settings opens.
6. Tap [Original] under the [Image] preset.
7. Tap [Original type].
8. Select the correct original type.
9. Define the number of copies and tap the green button.

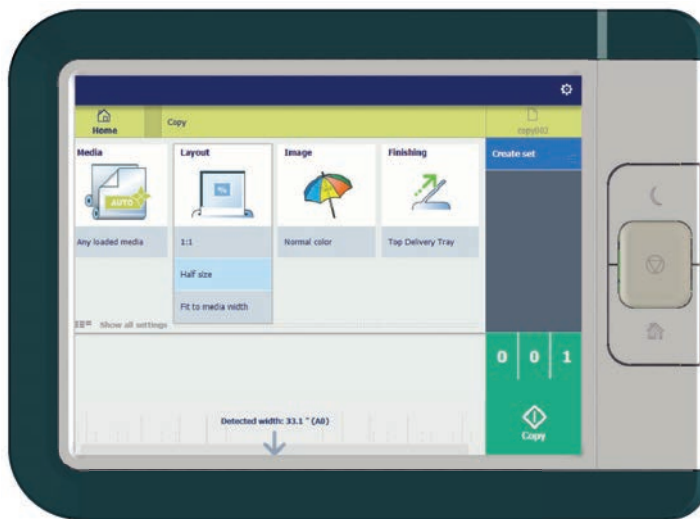
Make a half size copy

Introduction

When you want to scale your original to a 50% copy, you can change a preset on the user panel.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap the [Layout] preset.



4. Tap [Half size].
5. Define the number of copies and tap the green button.

Result

The printer copies to 50%.

Make a copy and add a strip

Introduction

When you make a copy, you can add a strip to a document.

Use [Cut size] to copy an original without a strip and add a strip to the copy. You can add a strip at the top or bottom of a copy.



NOTE

For more information on the cut size settings, see [Advanced settings for copy jobs on page 239](#).

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Cut size] under the [Layout] preset.

	
[Add a leading strip]	[Add a trailing strip]

5. Tap [Add a leading strip] or [Add a trailing strip] and define the values.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Result

The document is printed with a strip attached to the top or bottom.

Make a copy and remove a strip

Introduction

When you have an original with a part you do not want to copy, you can remove a strip from your copy.

Use the option on the user panel to copy an original with a strip, and remove the strip from the copy. You can remove a strip from the top, the bottom, the left or the right side of the original.



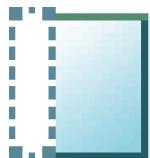



NOTE

- For more information on the cut size settings, see [Advanced settings for copy jobs on page 239](#).
- You can also use this setting to copy a specific area of the original. For more information, see [Make a copy of a specific area of an original on page 255](#).

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Remove strip] under the [Layout] preset.

			
The [Top] strip	The [Bottom] strip	The [Left] strip	The [Right] strip

5. Select [Top], [Bottom], [Left], or [Right] and define the values.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Make a copy of a specific area of an original

Introduction

You can make a copy of a specific area of an original. Use the option [Remove strip] to copy a specific area.







NOTE

For more information on the cut size settings, see .

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Remove strip] under the [Layout] preset.

			
The [Top] strip	The [Bottom] strip	The [Left] strip	The [Right] strip

5. Select [Top], [Bottom], [Left], or [Right], and define the values for your specific area.
6. Make your settings and tap [OK].
7. Tap [Positioning] and then [Alignment].
8. Select [Center] from the list and tap [OK].
9. Define the number of copies and tap the green button.




Make a copy and remove a specific area of an original

Introduction

You can make a copy and delete a specific area of an original. You can use two settings: [Area to erase: width] and [Area to erase: length] to define the dimensions of the delete area. And you can use two settings: [Area to erase: X origin] and [Area to erase: Y origin], to define the relative position of the delete area on the sheet.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Area to erase] under the [Image] preset.

			
[Area to erase: X origin]	[Area to erase: Y origin]	[Area to erase: width]	[Area to erase: length]

5. Select [Area to erase: X origin], [Area to erase: Y origin], [Area to erase: width], or [Area to erase: length] and define the values for your specific area.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Make a copy and scale to another size

Introduction

When you want to scale your copy to another size, you can make changes under the advanced settings. With the custom setting, you can choose any scale percentage you want between the range of 10 - 1000%.



NOTE

For more information on the other scale modes, see [Advanced settings for copy jobs on page 239](#).

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Scale] under the [Layout] preset.
5. Tap [Scale] in the new window and select [Custom].
6. Under [Custom] select any percentage between 10 - 1000%.
7. After you made your settings tap [OK].
8. Enter the number of copies and tap the green button.

Make a copy of a dark original (Diazo)

Introduction

It can be difficult to make a good copy of a Diazo original. Diazo originals have a changing lightness with a 'cloudy' background, which can give an unclear output. The Océ ColorWave 500 has a special setting [Dark original], that follows the lightness and changing background of the original and copies to an even and high quality output.

Before you begin

Use the [Dark original] mode for originals that have a changing 'cloudy' background.

Dark and light Diazo originals, or other light or dark originals with a changing background can be copied in [Dark original] mode.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Original] under the [Image] preset.
5. Tap [Original type].
6. Select [Dark original].
7. Define the number of copies and tap the green button.

Make a copy of an original with highlighted colors

Introduction

When you have an original on which colors are accentuated or highlighted, it can be difficult to make a good copy on which the highlighting is still visible. The Océ ColorWave 500 has a special setting [Color highlighting], that highlights the color accents of the original in black and white or color. The copy has the same accents and quality as the colored original.



NOTE

- When the [Color mode] is set to [Color], color highlighting will make the colors more saturated.
- When the [Color mode] is set to [Grayscale], colors will be copied darker than the grayscale information on the original.
- The setting is disabled for the original types, [Photo], [Artwork], [Blueprint].

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [Show all settings]. A list with settings opens.
4. Tap [Image] under the [Image] preset.
5. Tap [Color highlighting].
6. Select [On] and tap [OK].
7. Define the number of copies and tap the green button.

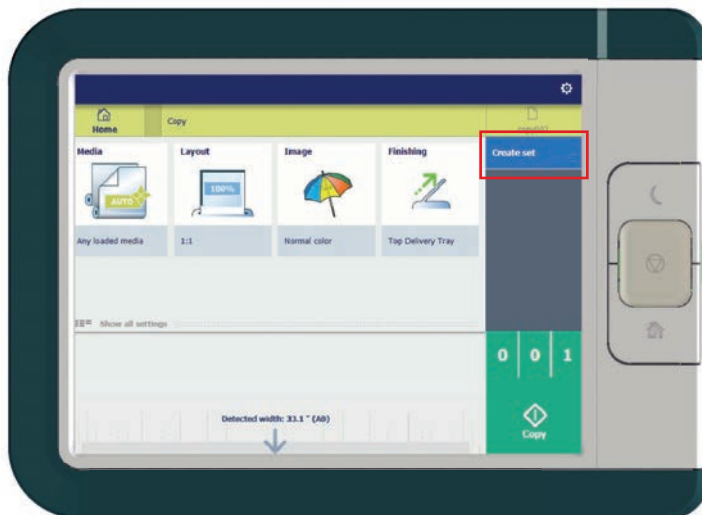
Copy by set

Introduction

You can use the [Create set] option to make multiple scans and copy in one set.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.



3. In the job pane on the right, tap [Create set].
The green button changes color and displays [Add].
4. Tap the green button to start scanning.
5. When the printer releases the original, insert the next original.
6. Tap the green button. The scan is added to the set.
Repeat this step until your set is complete.
7. Tap the [Finish set] tile to finish the set.

Result

The printer copies the set of originals.

Basic Scan Jobs - Default

Do a default scan job

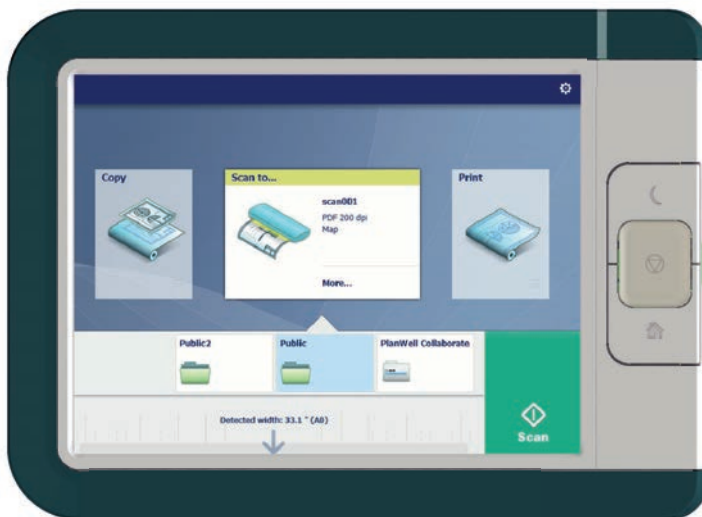
Introduction

When you want to scan an original and you do not make any settings, the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button. When you do not select a location the file is sent to the public Smart Inbox.



NOTE

Tap on [Release the original] under the Smart Access to release your original from the scanner.

Result

A scan-to-file is made and sent to your preferred location. As default, you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Extended Scan Jobs

Scan presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The scan presets are divided into two categories:

- [File]
- [Original]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	<i>What you need to know about presets on page 119</i>
How to change the preset settings	<i>Set the default scan preset on page 122</i>

Advanced settings for scan jobs

Introduction

When you tap the scan tile on the multi-touch user panel, you can make your own settings.


Apart from the preset tiles, you can select the advanced settings under [Show all settings]. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.





NOTE


The values for the compression mode and organization change depending on the color mode and file type you select. In some situation and for some file types you cannot set the compression and organization settings. For more information on this, see [File type on page 271](#).





Preset category: [File]






Setting	Settings values	Settings values	Function
[File type]	Type	[TIFF] [PDF] [PDF/A] [JPEG] [CALS]	[The file type of the scanned image. The list of file types depends on scan to color, grayscale, or black-and-white: CALS is only available when scanning to black-and-white; JPEG is not available when scanning to black-and-white.] 
	[Compression]	[Automatic] [LZW] [Flate] [Packbits] [JPEG] [None]	The compression type when scanning to TIFF or to PDF depends on the chosen [File type].
	[JPEG quality]	[Maximum] [High] [Medium] [Low]	[The image quality when scanning to JPEG. With a lower quality, the compression increases giving a smaller file size.]
	[Organization]	[Raw] [Striped] [Tiled]	[The file organization when scanning to TIFF.]

Setting	Settings values	Function
[Resolution]	[100] [200] [300] [400] [600]	[The resolution of the scanned image in dpi.] 
[Color mode]	[Color] [Grayscale] [Black and white]	[Defines whether a color, grayscale or black-and-white scan is to be made. Some combinations of "Color mode" and "File type" are invalid: changing "Color mode" may reset "File type", "Compression for TIFF" and "Compression for PDF".] 


Preset category: [Original]


Setting	Settings values	Function
[Original type]	[Folded lines/text] [Lines/text] [Map] [Colored original] [Artwork] [Photo] [Blueprint] [Dark original]	Define the type of original you use. The choice depends on the chosen [Color mode]. For more information on choosing the correct original type, see . 

Setting	Settings values	Function
[Original width]	[Auto]	<p>The width of the original is automatically detected by the scanner.</p> 
	[Standard]	<p>The width of the original is a standard size. Selection of available standard sizes.</p>  <p> NOTE Depends on the media type and size you have configured in Océ Express WebTools</p>
	[Custom]	<p>The width of the original is a custom size. You can enter a size within the range of 210 to 914 mm, or 8.5 to 36 inches.</p> 

Setting	Settings values	Function
[Remove strip]	[Top]	[Erase a strip from the beginning of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Bottom]	[Erase a strip from the bottom of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Left]	[Erase a strip from the left side of the original.] From 0 to 400 mm, or 0 to 16 inches. 
	[Right]	[Erase a strip from the right side of the original.] From 0 to 400 mm, or 0 to 16 inches. 
[Mirror]	[On] [Off]	[When "On", the image is mirrored along the vertical axis (the media transport direction).] Set to [On] for strongly curled transparent originals that have to be fed upside down in the scanner. Or for (dark) transparent originals that have the information printed on the back. 

Preset category: [Quality]

Setting	Settings values	Function
[Scan quality]	[Automatic] [Normal] [High]	<p>Define the quality of the scan.</p> <ul style="list-style-type: none"> • [Automatic] is the default value that automatically selects the best scan quality value for your job. • Select [High] to scan with a higher resolution. This can prevent a moiré pattern for originals that contain gray or colored areas. • Select [Normal] if print productivity is an important factor. <p>For pure CAD originals [Normal] is mostly sufficient.</p>
[Lighter/Darker]	Value from -5 to 5	<p>Define the lightness and the contrast of a scan. Increase the value for lighter prints, and decrease for darker prints.</p> <p>When you make a scan darker, the information becomes darker while the background is less affected. When you make a scan lighter, weak information is not clipped to white.</p>
[Background compensation]	[On] [Off] [Automatic]	<p>Reduce the background noise of the image.</p> <ul style="list-style-type: none"> • Default is [Automatic]. Dependent of the chosen [Original type], background compensation is automatically applied or not. • Override [Automatic] by selecting [On] or [Off]. <p>The applied background compensation method depends on the chosen original type.</p> 

Setting	Settings values	Function
[Color highlighting]	[On] [Off]	<p>Set to [On]</p> <ul style="list-style-type: none"> to make notes made with marker pens more visible. to emphasize colors, of a CAD drawings with colored information and a solely grayscale (black) background information. <p> NOTE</p> <ul style="list-style-type: none"> When the [Color mode] is set to [Color], color highlighting will make the colors more saturated. When the [Color mode] is set to [Grayscale], colors will be scanned darker than the grayscale information on the original. The setting is disabled for the original types, [Photo], [Artwork], [Blueprint].

Preset category: [Check print]

Setting	Settings values	Function
[Check print]	[On] [Off]	Set to [On] to make a print of your scanned image.

The original type

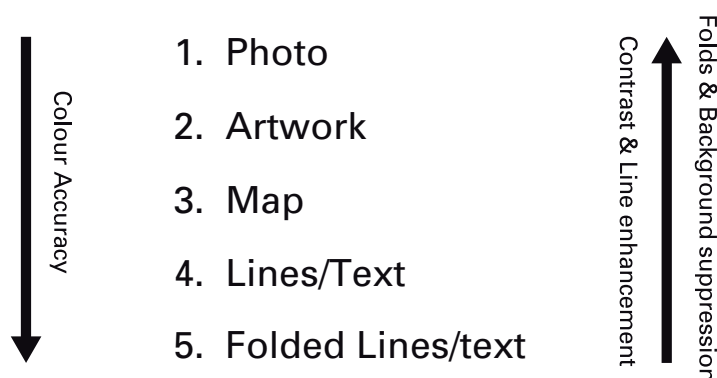
Introduction

When you change the [Original type] setting under [Show all settings] - [Original] on the user panel, you can further optimize the quality of your job.

Change the original type for color or grayscale. Use the overview to select the correct type.

Original types for color

- When you move from original types [Photo] to [Folded lines/text], line enhancement and contrast enhancement are increased, while folds and background are more suppressed.
- When you move from original types [Folded lines/text] to [Photo] the color accuracy is increased.



Original type	Definition
[Photo]	Used for photos and high resolution prints. Photo gives a softer contrast than artwork.
[Artwork]	Used for artwork-like colored originals with more defined color areas and transition between colors.
[Map]	Used for originals with large color areas, that also include lines and finer details.
[Lines/text]	Used for CAD drawings.
[Folded lines/text]	Used for CAD drawings with folds. Lines and wrinkles are suppressed.

Original types for grayscale

Original type	Definition
[Lines/text]	Used for monochrome CAD drawings.
[Colored original]	Used for most colored originals, such as colored CAD drawings.
[Photo]	Used for photos and high resolution prints. Photo gives a softer contrast than colored original.

Original type	Definition
[Dark original]	Used especially for Diazo originals. Originals with a changing 'cloudy' background.
[Folded lines/text]	Used for monochrome CAD drawings with folds. Lines and wrinkles are suppressed. For folded color CAD drawings use [Colored original].
[Blueprint]	Used for classic blueprints, with white information on a blue background.

File type

Introduction

Depending on the color mode and file type you select, the values for the compression mode and organization change. For some file types and some situations, the compression and organization settings cannot be set. The list below helps you to define the correct file type and color mode, and shows you which compression and organization settings are possible.



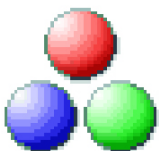
NOTE

On the user panel you can set an automatic compression value. The controller determines the most common compression method for the file type that is selected.

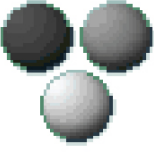
The automatic compression value can be found on the user panel under the scan tile. Tap [Show all settings] and select [File type]. Set the compression to automatic under:

- [PDF compression] (when PDF is selected)
- [PDF/A compression] (when PDF/A is selected)
- [TIFF compression] (when TIFF is selected)


Color mode: Color

[Color mode]	[File type]	[Organization]	[Compression]	[JPEG quality]
	[TIFF]	[Raw] [Striped] [Tiled]	[LZW] [Packbits] [None]	Not applicable
	[PDF]	Not applicable	[Flate] [LZW] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[PDF/A]	Not applicable	[Flate] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[JPEG]	Not applicable	Not applicable	[Maximum] [High] [Medium] [Low]

Color mode: Grayscale

[Color mode]	[File type]	[Organization]	[Compression]	[JPEG quality]
[Grayscale] 	[TIFF]	[Raw] [Striped] [Tiled]	[LZW] [Packbits] [None]	Not applicable
	[PDF]	Not applicable	[Flate] [LZW] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[PDF/A]	Not applicable	[Flate] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[JPEG]	Not applicable	Not applicable	[Maximum] [High] [Medium] [Low]

Color mode: Black and White

[Color mode]	[File type]	[Organization]	[Compression]	[JPEG quality]
[Black and white] 	[TIFF]	[Raw] [Striped] [Tiled]	[Group 4] [Group 3] [Packbits] [None]	Not applicable
	[PDF]	Not applicable	[Group 4] [Flate] [None]	Not applicable
	[PDF/A]	Not applicable	[Group 4] [Flate] [None]	Not applicable
	[CALS]	Not applicable	Not applicable	Not applicable

Make a scan and remove a strip

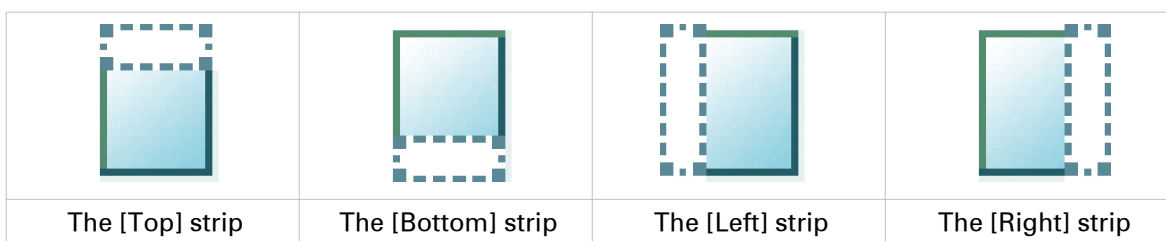
Introduction

If you have an original with a strip, you can remove the strip from your scanned file.

Use the option [Remove strip] on the user panel to scan an original with a strip and remove the strip from the file. You can remove a strip from the top, the bottom, the left or the right side of the original.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Tap the scan tile on the user panel and select your preferred location in the scan Smart Access. When you do not select a location the file is sent to the public Smart Inbox.
3. Tap the scan tile again. A window with a list of presets opens.
4. Tap [Show all settings]. A list with settings opens.
5. Tap [Remove strip] under the [Original] preset.



6. Select [Top], [Bottom], [Left], or [Right] and define the values.
7. Make your settings and tap [OK].
8. Tap the green button.

Result

The printer scans the original to file without the defined strip. The file is sent to your preferred location. As default, you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan to a USB key

Introduction

When you insert a USB key in the user panel, you can scan to USB.

Before you begin

Before you scan to USB, make sure the correct settings are enabled. For more information see, [Enable or disable USB on page 127](#).

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Insert a USB key into the USB port on the user panel.
The scan tile is automatically selected on the user panel, and the USB location is active. Tap the scan tile once more, when you want to change the settings.
3. Tap the green button to start the scan job.



NOTE

Wait until the light in the USB port stops blinking, before you retract the USB key.

Result

A scan to file is made, and saved on your USB key. You can retrieve the file from your USB key.

Scan to an external location

Introduction

When you want to scan an original and you do not make any settings, the default presets are used. You only use the Smart Access to submit your job.

In the Smart Access you can select the location you want to send your scan to.

With the Océ ColorWave 500 printer you can use the following external location types:

- [FTP]
- [SMB]
- [WebDAV] also called the cloud
- [PlanWell® Collaborate]

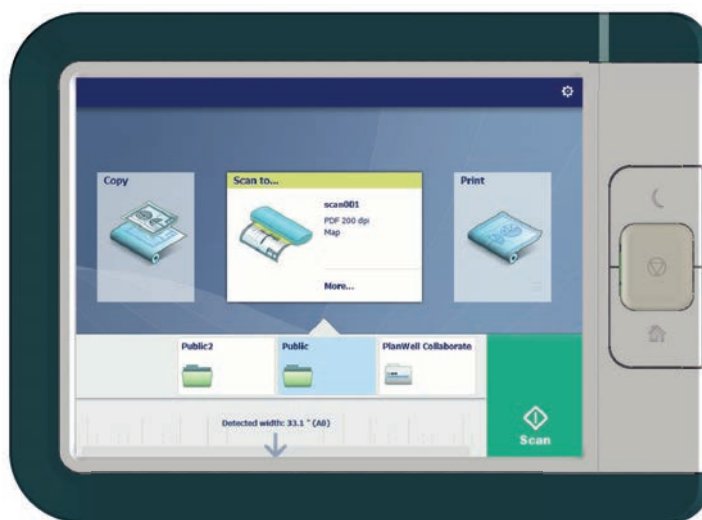
Before you begin

Before you can select the preferred location, you must create the location in Océ Express WebTools first. For more information, see [Create an external location on page 129](#). When you have created the locations in Océ Express WebTools, they become visible in the Smart Access on the user panel.

When you do not create external locations in Océ Express WebTools, there is no other location visible on the user panel than the public Smart Inbox.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access. Upon request, log in with your credentials. Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.

Result

A scan to file is made and sent to your selected location. Access your location to retrieve the file.

Scan to a Smart Inbox and collect your file in Océ Express WebTools

Introduction

When you scan a document on the printer, the public Smart Inbox is the default location you scan to. You can also choose another Smart Inbox as your location in the Smart Access of the user panel.

Before you begin

You can create your own Smart Inboxes in Océ Express WebTools. Once you have created the Smart Inboxes in Océ Express WebTools, they become visible in the Smart Access on the printer user panel. For more information on how to do this, see [Create and open a Smart Inbox for scan jobs and print jobs on page 96](#).

When you do not create Smart Inboxes in Océ Express WebTools, only the public Smart Inbox is visible as a location.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.
3. Select the preferred Smart Inbox in the Smart Access.
Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.
5. Select your scan job in the Smart Access to check the preview of your job.
6. Open Océ Express WebTools.
7. Select the Jobs tab.
8. Open your Smart Inbox on the right side.
When your Smart Inbox is not visible, click on the white space of [Open Smart Inbox] and select the name of your Smart Inbox.
9. In the Smart Inbox, select your job.
10. In the bar above select [Send to...], to send your job to the destination you want to save it in.
Or select [Save] to save your job locally.

Save a scanned document on your mobile device

Introduction

When you have access to Océ Mobile WebTools you can scan a document on the printer and save it on your mobile device.

Before you begin

Make sure you have a working connection.

Procedure

1. Feed the original face up and centered on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.
3. Select the preferred Smart Inbox in the Smart Access.
Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.
The scanned file is sent to the preferred Smart Inbox section, in Océ Express WebTools and in Océ Mobile WebTools.
5. Open Océ Mobile WebTools on your mobile device.
6. Open the preferred Smart Inbox section. The scanned file is displayed here.
The Smart Inbox section is automatically refreshed within a few seconds.
7. Select the file and click on the Save icon.
8. Browse to a folder on your mobile device, and click Ok.



NOTE

The stored location or folder is sometimes determined by the browser on your mobile device. Some mobile device browsers change the name, or the extension of the file while storing it.

Result

The file is stored on your mobile device.

Click the “delete” icon if you want to delete the file from the inbox on the printer.

Change the name of a scan job on the user panel

Introduction

You can make settings for a scan-to-file name in Océ Express WebTools under the [Preferences] - [Scan job defaults] tab, but you can also change the name of the job on the user panel.

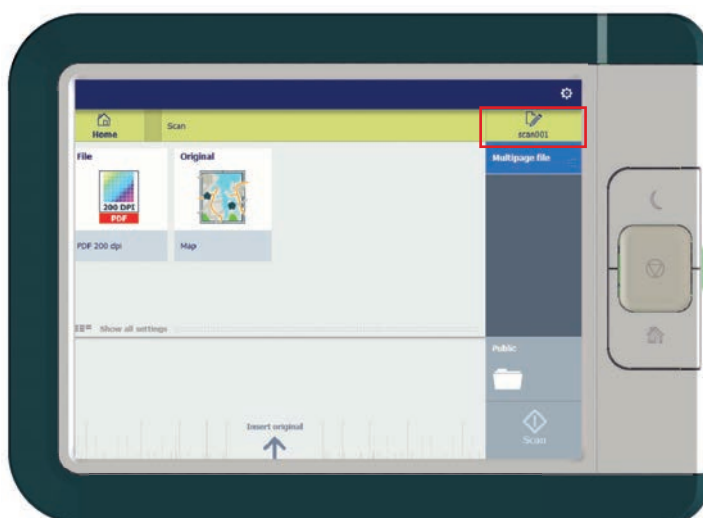


NOTE

- The name you enter is used for the next scan. It is not possible to change the name when the scan starts or after the scan has been made.
- You can only change the name under the scan menu, not under any of the other menus. When you cannot change the name, the name is grayed out.

Procedure

1. Tap the scan tile on the user panel. A window with a list of presets opens.



2. Tap the file name of the job on the right hand corner, under the system menu thumbnail. A keyboard appears, with the current file name filled in.
3. Use the erase key and fill in your preferred name.



NOTE

Note that the file extension is automatically generated, so do not put the file extension in the name.


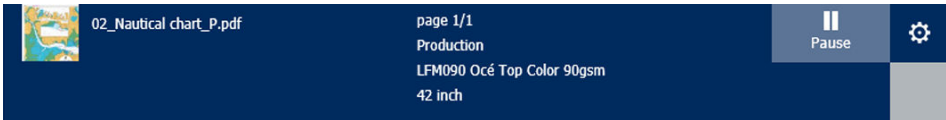

4. Click [OK] to confirm. Your preferred name is now used for the next scan.

Pause, resume, or stop an active job

Introduction

If you want to pause, resume or stop an active job there are several things you can do.

Pause or resume an active print job

Step	Action
1.[Pause]	<p>Tap on the active job in the dynamic bar of the user panel. The queue opens and [Pause] is visible in the dynamic bar. Tap [Pause] to pause the printer. The [Pause] tile turns into a [Resume] tile.</p> <p> NOTE Note that running prints are finished by the printer, so it might take a moment for the printer to pause.</p> 
2.[Resume]	<p>Tap [Resume] in the dynamic bar to resume the printer.</p> 

Stop and delete an active job on the user panel

Step	Action	Result
1	Press the stop button.	For scan jobs: the machine stops scanning immediately.
2	For print jobs: a dialog box appears asking if you want to delete the job.	Your print job is saved or deleted.
3	For print jobs: a dialog box appears asking if you want to delete the job from the Smart Inbox.	Your print job is saved or deleted.
4	For copy and scan jobs: tap on [Release the original] under the Smart Access, to release your original from the scanner.	The scanner releases the original.

Stop and delete an active job in Océ Express WebTools

Step	Action	Result:
1	Open the [Jobs] tab.	
2	In the Job queue section tick the box in front of the job you want to delete and click [Delete].	The system aborts and deletes the job.

Chapter 5

Maintain the Printing System

Update your System

Update the software

You can update the system software when requested by service or your local representative. Install system patches for security when they are available for your product on "<http://downloads.oce.com>". You can update via the user panel or via Océ Express WebTools.

Update	Location
System software	User panel or Océ Express WebTools
System patches (security)	Océ Express WebTools

Update the system software on the user panel

Introduction

You can update the system software on the user panel with a USB device that includes a new version of the software.

Before you begin

For an update of the system software, get the packages for the system software update from your local representative.

You need a NTFS formatted USB device. Make sure the update files ([Open source package (*_os.sup)] and [Software package (*_sw.sup)]) are present under the [USB:\Packages] directory of the USB device.



NOTE

- The update process deletes all jobs on the system.
- During the update process the system is unavailable for approximately 20 minutes.
- The update contains a complete update of the operating system. As a result, all installed third-party applications will be erased. You can reinstall the third-party applications after the update.

Procedure

1. Tap the system menu thumbnail on the user panel. The system menu opens.
2. Tap on [System update] in the setup menu.
3. Log in as a System administrator or Power user. The update wizard appears.
4. Insert the USB device into the USB port on the user panel.
5. Follow the instructions of the wizard.
During the update the system is not available. When the update is finished, the printer will restart.
6. Remove the USB device before the printer restarts.

After you finish

You can check the current software version under System menu - [System update] on the user panel, or under the [Support] - [Update] tab in Océ Express WebTools.

Update the system software in Océ Express WebTools

Introduction

You can update the system via Océ Express WebTools. You can find the settings under the [Support] - [Update] tab.

The [Update] tab has the following functionalities:

- **update** the system software
- **install** system patches (security)
- check the current software version
- check the execution status of the latest patch applied ('Success' or 'Failure').

Before you begin

For an update of the system software, get the packages for the system software update from your local representative.



NOTE

- When the system update package is larger than 2 GB and you use Internet Explorer, you must use Internet Explorer version 9 or higher.
- Do not restart the printer during the upload and update process.

Procedure

1. Select the [Support] - [Update] tab.
2. Click on the [Update] button for an update of the current system software.
3. Browse to the packages you need ([Open source package (*.os.sup)] or [Software package (*.sw.sup)]).
Select the files you need and click 'Open'.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.
5. You are now ready to update the software. A warning message appears.
Click [Ok] to confirm, or [Cancel] to reject your entries.
6. The update starts. At the end of the process, the controller restarts.
Click [Ok] to open Océ Express WebTools.
7. You are informed whether the update was successful.

Install the system patches in Océ Express WebTools

Introduction

You can install system patches (security) in Océ Express WebTools.

Before you begin

Download the system patches from "<http://downloads.oce.com>".



NOTE

- When the system update package is larger than 2 GB and you use Internet Explorer, you must use Internet Explorer version 9 or higher.
- Do not restart the printer during the upload and update process.

Procedure

1. Select the [Support] - [Update] tab.
2. Click on the [Install] button for an installation of the operating system patches.
3. Browse to the location of the [Software package (*.oce)] patch file.
Select the file and click 'Open'.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.
5. You are now ready to install the patches. A warning message appears.
Click [Ok] to confirm, or [Cancel] to reject your entries.
6. The installation starts. At the end of the process, the controller restarts.
Click [Ok] to open Océ Express WebTools.
7. You are informed whether the installation was successful.

Replace the Media

The media drawer



Component - function table



IMPORTANT

Only use intact media rolls. Dented media rolls can damage the [Imaging devices].

No	Component	Description / Function
1	[media roll] 1	Media placed on roll holder in first position.
2	[media roll] 2	Media placed on roll holder in second position.
3	[roll holder]	Carries the media roll.
4	[roll loading station]	Groove integrated behind the front cover of the media drawer.

Remove a media roll



IMPORTANT

- Handle the media roll with care. A dented media roll can damage the printer.
- Do not open the media drawer during the printing process.



CAUTION

- Watch your fingers when you handle the media roll.
- If you want to remove an A0 media roll from position 2, make sure to bend your knees, as indicated below, to spare your back.

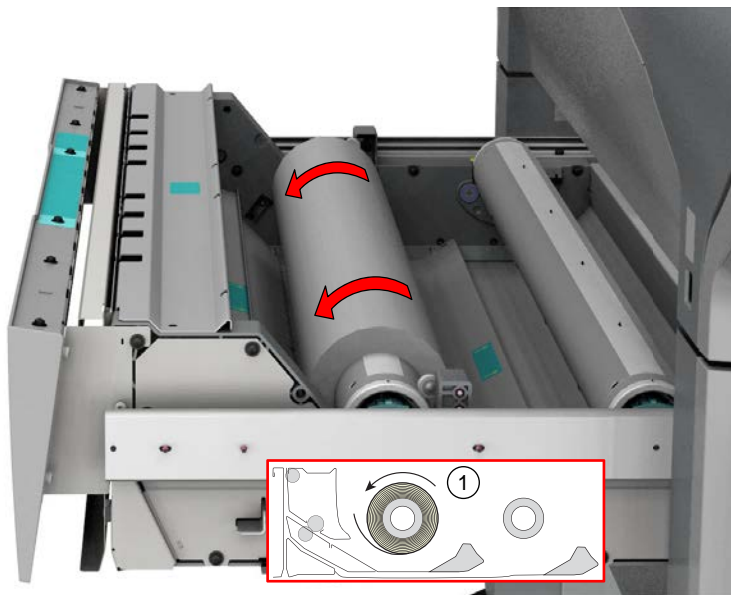


Procedure

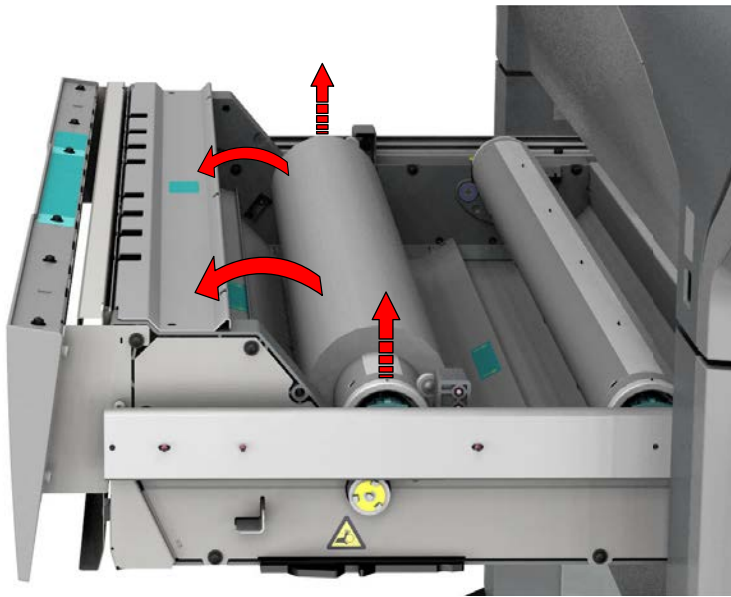
1. Pull firmly on the media drawer to open it.



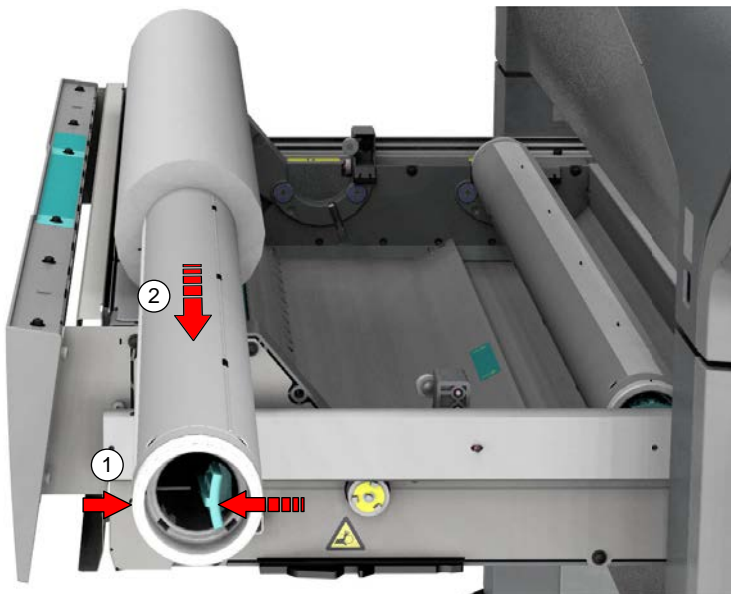
2. Roll the media back manually, to remove the media from the metal paper guide.



3. Use both hands (as indicated) to lift the roll holder with the media roll and put it on the roll loading station.



4. Pull the handle of the roll holder locking mechanism towards you and remove the roll holder from the core of the media roll.
Put the empty roll holder back into the drawer (as shown in the illustrations)



5. Remove the media roll from the roll loading station.
Store it in a safe place, so that it cannot fall over or roll away.

Unpack the media roll



IMPORTANT

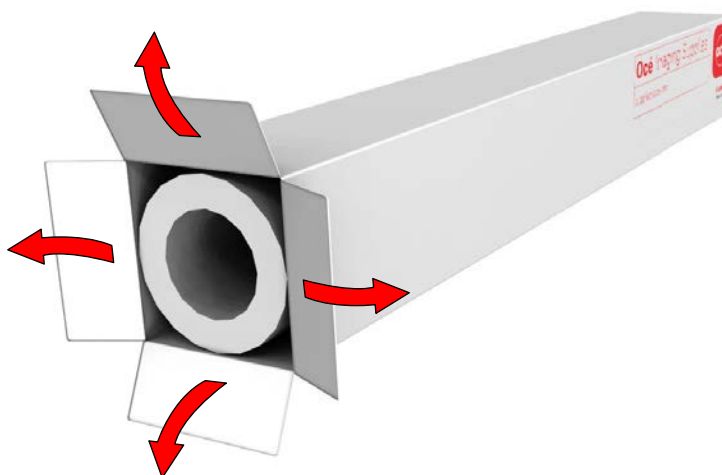
- Handle the media roll with care. A dented media roll can damage the printer.
- Always write the correct media name inside the core, after you unpack the media roll. This way, you will have the correct media information available if you replace the roll before it is empty and you want to reuse it later,.

Procedure

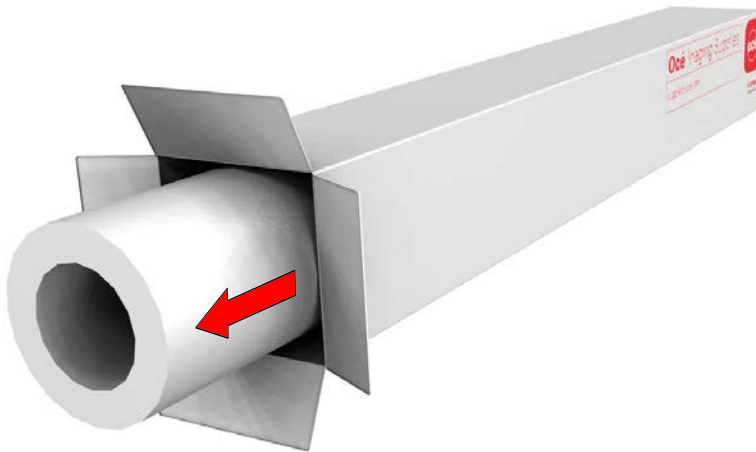
1. Place the media box on a table.



2. Open the box, and if present remove the plug.



3. Carefully remove the media roll from the box.



4. If present, remove the other plug and any plastic on the media roll.

Load a media roll

Introduction

You can load standard and custom media on your printer.

Before you begin

Before you load a roll on the printer, make sure your media has been configured.

- For standard media you can configure and enable a media profile in Océ Express WebTools. For more information, see [Configure the media profiles on page 195](#).
- Make sure the size is configured and enabled in Océ Express WebTools. For more information, see [Configure the media sizes on page 198](#). If your media size is not present in the list, you can create a custom media size. For more information, see [Create a custom media size on page 197](#).



IMPORTANT

- Do not use dented media rolls to prevent damage to the imaging devices.
- Do not open the media drawer during the print process.
- Do not open more than one media drawer at the same time to prevent overbalance of the printer.



CAUTION

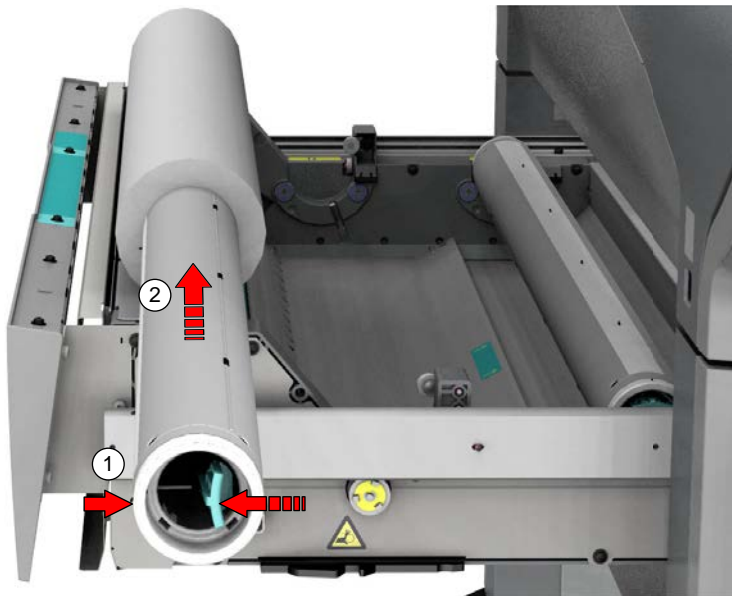
Watch your fingers when you handle the media roll.

Procedure

1. Pull firmly to open the media drawer.



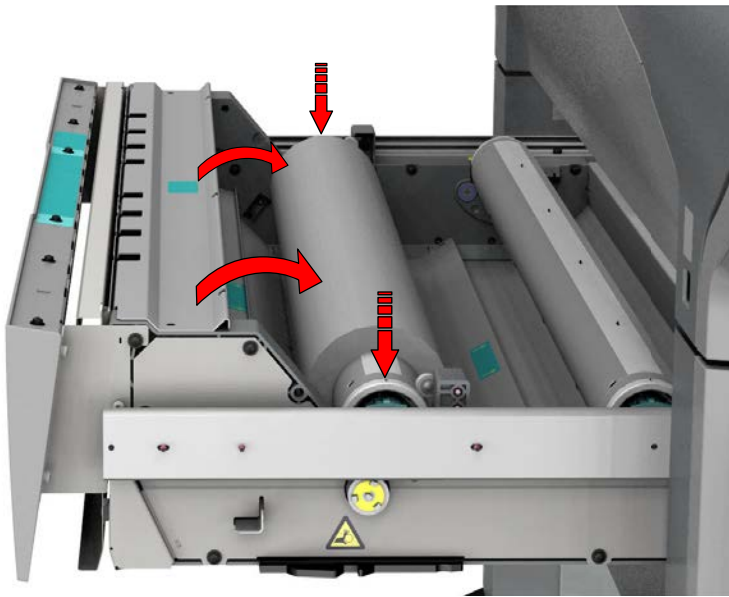
2. Place the new media roll on the roll loading station.
3. Pull (1) the handle of the roll holder locking mechanism toward you. Slide (2) the roll holder into the right side of the core of the new media roll.



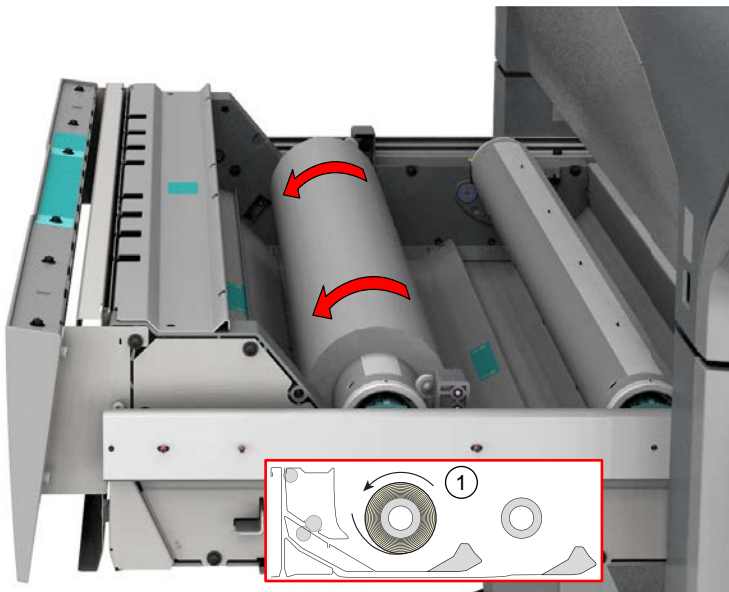
4. Align the roll with the **center of the correct size indicator** on the roll holder and release the handle of the locking mechanism.



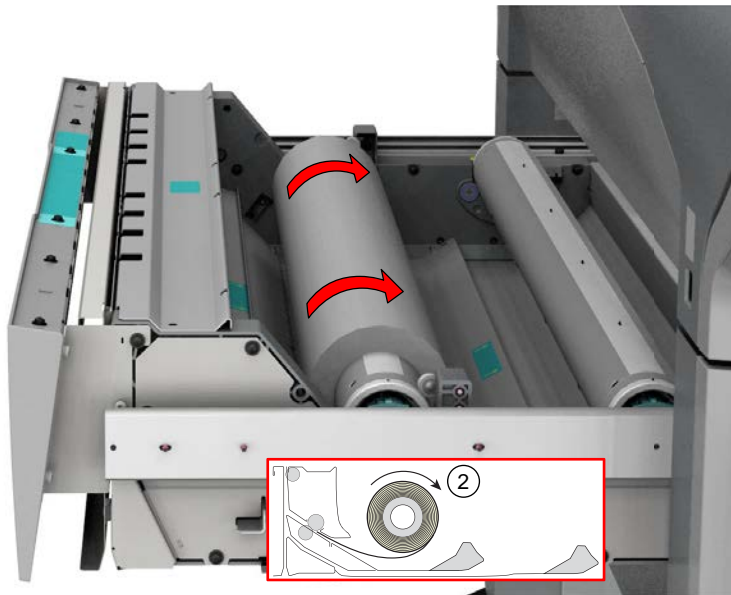
5. Remove the tapes from the new media roll.
Use both hands (as indicated) to place the media roll in the media drawer.



6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. Close the media drawer. The user panel displays the message that new media is detected.

**NOTE**

Do not open the media drawer during loading.

9. Follow the steps in the wizard to define the correct media. Select the media type. The printer detects the correct size automatically. Choose whether you want a short, long, or no strip, and tap [OK].

**NOTE**

For the highest output quality, it is advised to always perform a media calibration when you load a new media type.

Result

You can now print on the newly loaded media.

Media types

Introduction

Océ machines and media are matched for the best quality and performance.

The table below gives an overview of applications and the typically used media types. The local assortment can vary, depending on preferences and availability. Media names can also be different. Ask your local representative for a complete media list.

You can select the media names on:

- the user panel
- Océ Publisher Express
- Océ Wide format Printer Driver 2 for Microsoft® Windows®
- Océ PostScript® Driver
- Océ Publisher Select

Media types and application



IMPORTANT

Do not store paper in rooms where temperature and humidity are high. In a recommended environment, with best print quality, temperature is not higher than 27 degrees Celsius or 80 degrees Fahrenheit and relative humidity is between 30 to 60 percent. Avoid dust and direct sunlight. Wrap unused paper in plastic to prevent it from absorbing moisture.

Application	Typical media types
CAD	Uncoated Tyvek 75 g/m ² Polyester film Vellum
Map/GIS	Uncoated paper 60-110 g/m ² Uncoated Tyvek 75 g/m ²
Schematic	Uncoated paper 75-120 g/m ²
Disposable POP	Uncoated paper 60-160 g/m ² Self-adhesive paper Blueback paper
Thematic POP	Self-adhesive paper 90 -120 g/m ² Uncoated paper < 200 g/m ² Uncoated Tyvek 75 g/m ²
Poster	Uncoated paper 60-160 g/m ² Blueback paper 120 g/m ²
Indoor banner	Polypropylene film 150-200 µm Polypropylene film 150-200 µm Light-block film
Event banner	Uncoated Tyvek 75 g/m ²
Street furniture	Blueback paper 120 g/m ²
Economy backlit	Backlit paper 100-120 g/m ² Translucent film 100-150 µm
Fine art	Embossed canvas-like paper Soft banner

Application	Typical media types
Photo print	Instant-dry photo paper 120-190 g/m ²
Special applications, customized CrystalPoint applications	For example: Temporary table linen

Media sizes

Introduction

Océ machines and media are matched for the best quality and performance.

The table below gives an overview of all the selectable media sizes. When your media sizes is not part of the list, you can create your own custom media sizes. For more information see, [Create a custom media size on page 197](#).



IMPORTANT

Do not store paper in rooms where temperature and humidity are high. In a recommended environment, with best print quality, temperature is not higher than 27 degrees Celsius or 80 degrees Fahrenheit and relative humidity is between 30 to 60 percent. Avoid dust and direct sunlight. Wrap unused paper in plastic to prevent it from absorbing moisture.

Media sizes

ISO A (DIN) range

Media	Width [mm]	Length [mm]
A3	297	420
A2	420	594
A1	594	841
A0	841	1189

ISO SRA range

Media	Width [mm]	Length [mm]
SRA3	320	450
SRA2	450	640
SRA1	640	900
SRA0	900	1280

ISO B (DIN) range

Media	Width [mm]	Length [mm]
B3	353	500
B2	500	707
B1	707	1000
B0	1000	1414

Carto B range

Media	Width [mm]	Length [mm]
CartoB3	350	500
CartoB2	500	700
CartoB1	700	1000

Media	Width [mm]	Length [mm]
CartoB0	1000	1400

ANSI range

Media	Width [inch]	Length [inch]
B	11 / B	17
C	17	22
D	22	34
E	34	44

ARCH range

Media	Width [inch]	Length [inch]
B+	12	18
C+	18	24
D+	24	36
E+	36	44

ARCH1 range

Media	Width [inch]	Length [inch]
15inch	15	21
21inch	21	30
E1 (30 inch)	30	42
42inch	42	60

Other

Media	Width [mm]	Length [mm]
310 mm (x340 mm)	310	340
330 mm (x450 mm)	330	450
440 mm (x594 mm)	440	594
440 mm (x620 mm)	440	620
450 mm (x625 mm)	450	625
620 mm (x880 mm)	620	880
660 mm (x841 mm)	660	841
800 mm (x1189 mm)	800	1189
800 mm (x1200 mm)	800	1200
880 mm (x1230 mm)	880	1230
891 mm (x1260 mm)	891	1260

Refill the Toner

Replace the toner cartridge

Introduction

With the closed off toner cartridges, you can easily refill toner.

When to do

When a 'Toner Low' message appears on the user panel, you need to refill the toner. The message will be displayed until you refill the toner. Under normal conditions the printer can finish the current job, before it stops printing.



Before you begin

- You cannot add toner while printing. Wait till the printer stops printing or abort the job.
- You can leave the printer turned on when you refill the toner.
- Make sure you use toner suitable for the Océ ColorWave 500.

Procedure

1. Unpack the toner cartridge.



NOTE

Do not throw away the packaging of the new toner cartridge. The packaging is used as maintenance tray.

2. Remove the red transport clip from the toner cassette.
3. Remove the empty toner cartridge from the printer.



4. Place the new toner cartridge.



5. Place the toner cartridge in the correct color position.
[1] cyan, [2] yellow, [3] black, [4] magenta.



6. When the new toner cartridge is placed correctly, a wizard for the maintenance tray appears on the user panel. Follow the instructions on the wizard. For more information, see [Replace the maintenance tray on page 303](#).

Replace the maintenance tray

Introduction

Replace the maintenance tray when the user panel displays the message with a request. The maintenance tray is the packaging of the toner cartridge. For more information, see [Replace the toner cartridge on page 300](#).

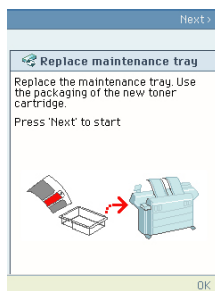


No	Component	Description
1	[Maintenance tray drawer]	The maintenance tray drawer is located at the back side of the printer. When the printer starts up, some toner is needed for the imaging devices to optimize print quality. This is done with a so-called pressure pulse wipe sequence. The toner that is used to reach 'ready to print' is collected in the maintenance tray. During the day this process is repeated a few times to keep the imaging devices in the best condition.

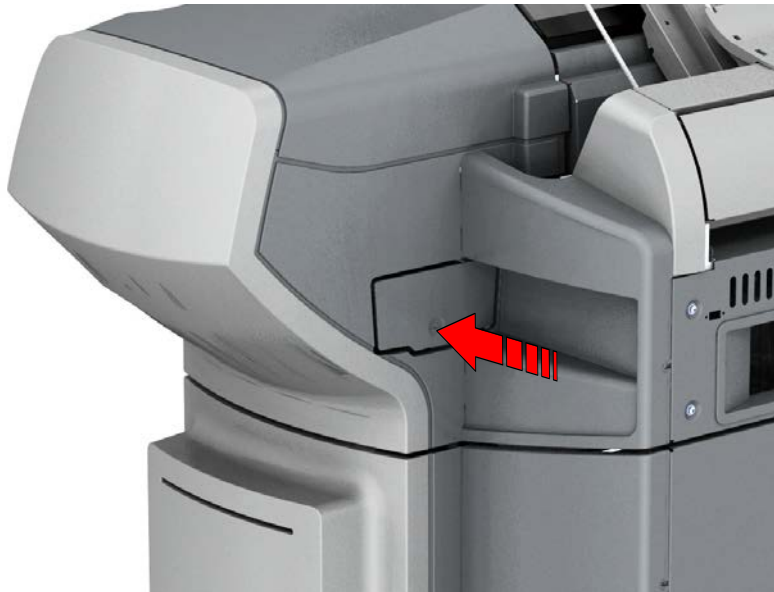
Replace the maintenance tray

Procedure

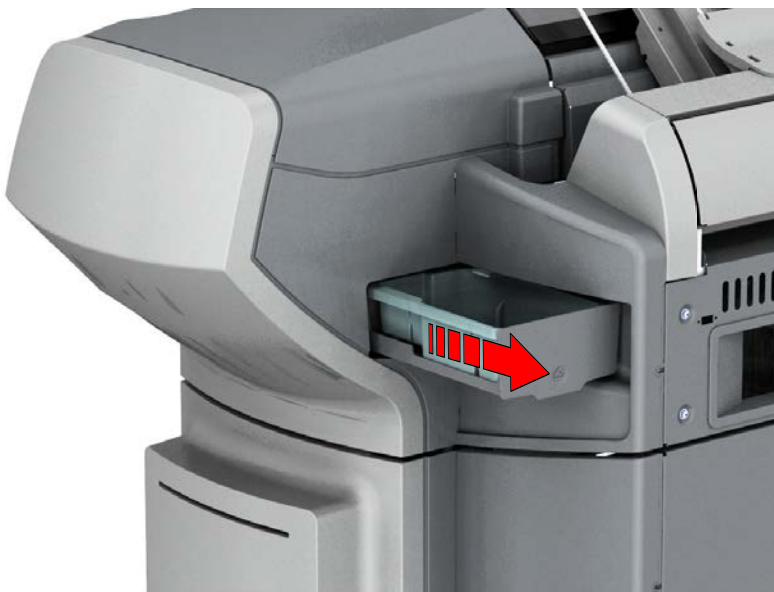
1. The user panel displays a message when you have to replace the maintenance tray. Follow the instructions in the wizard.



2. Push the maintenance tray drawer to unlock it.



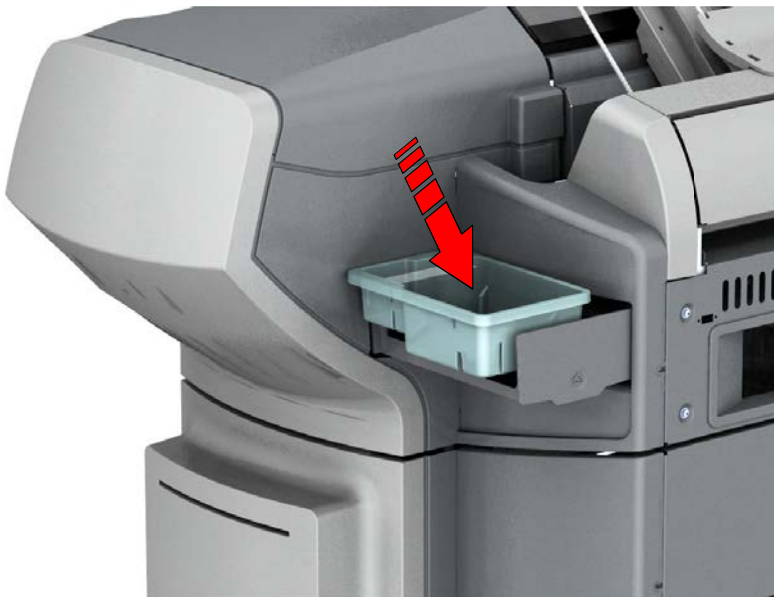
3. Open the drawer.



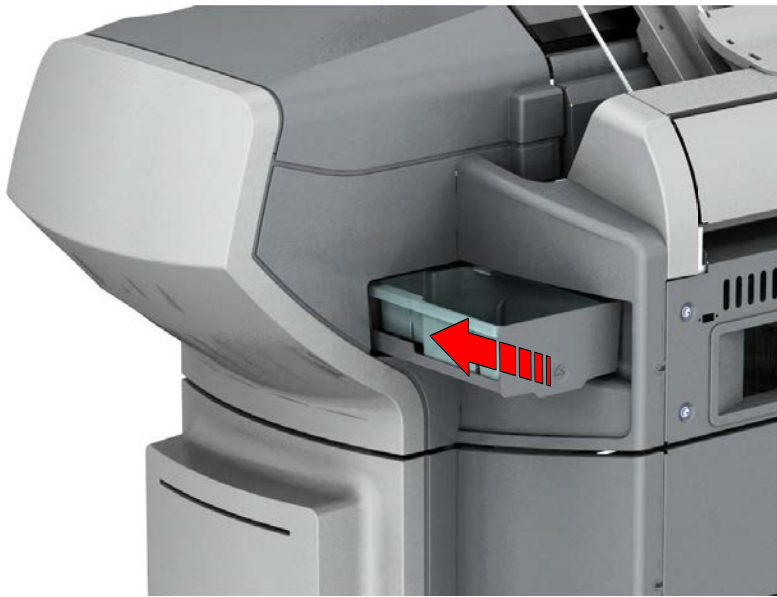
4. Remove the old maintenance.



5. Place the new maintenance tray.



6. Push the drawer shut.



7. When the new maintenance tray is placed correctly, tap [OK] in the wizard. The old maintenance tray can be disposed of in regular office waste.

Maintain the Scanner

Clean the scanner

Introduction

Clean the scanner from time to time, to prevent decrease of copy and scan quality.

When to do

Clean when:

- the transparent contact plates are dirty and static
- the original support rollers are dirty, and you use transparent originals

Procedure

1. Use both hands to push up the left and right scanner open levers to fully open the scanner top cover.
A locking mechanism prevents the scanner top cover from closing.

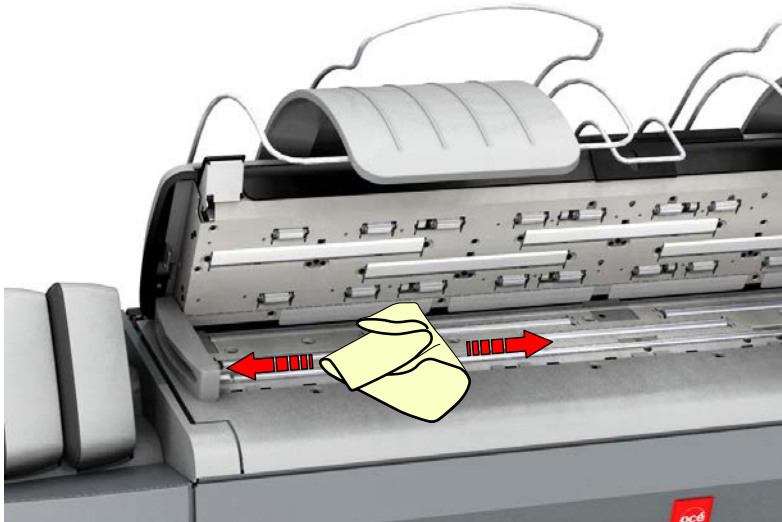


IMPORTANT

To clean the scanner, use the soft lint-free muslin towels from the scanner cleaning kit.

2. Use a muslin towel that has been moistened with water and firmly wrung out to clean the following parts of the scanner:

- The original support rollers.
Rotate the rollers to clean them.
- The transparent contact plates.
Wipe off any soiled areas.



3. Wipe all the cleaned parts once again using a dry muslin towel.



CAUTION

Watch out, not to get your fingers caught in the scanner top cover.

4. Press the scanner top cover down gently with both hands, to close it.



NOTE

Check that the left and right scanner open levers are locked into position.

Calibrate the scanner

Introduction

You can calibrate the scanner when you are not satisfied with the copy or scan quality. Use the calibration wizard to calibrate the scanner.

Before you begin

Clean the scanner before you start the calibration procedure. Dirty parts of the scanner cause copy and scan quality to decrease. For more information, see [Clean the scanner on page 307](#).



IMPORTANT

- Handle the calibration sheet with care.
- Do not touch the black area of the calibration sheet with your fingers.
- Before you use the calibration sheet, wipe off any dust from the calibration sheet.

Procedure

1. Select the system menu thumbnail.
2. In the menu list, in the bottom right part of the display you can see the tile [Scanner calibration].
3. Tap [Scanner calibration].
4. Log in as a Key operator or Power user. A wizard opens up.
5. Follow the instructions in the wizard.
6. Insert the scanner calibration sheet when instructed in the wizard.
7. Tap the green button to start the scanner calibration.



NOTE

[Calibrating the scanner takes between 5 to 10 minutes.]

Chapter 6

License Management

Introduction to license management

Introduction

For certain applications your printer uses, you need to activate a license. A product license for the Océ ColorWave 500 is always required. You can activate licenses in Océ Express WebTools.

The following workflow describes how you can do this.

Procedure

1. View the currently active licenses.
You can make a list of new options you need and make a list of license numbers. Your local representative needs the list of new options and the license numbers to create a new license file.
2. Get the serial number of the machine.
The serial number of your system is needed to create a new license file.
3. Send the list of new options, the list of license numbers, and the serial number to your local representative.
Your local representative creates and delivers a new license file.
4. Create a back-up of the currently active licenses, if necessary.
Save the current active licenses to do so.
5. Activate the licenses.
The license activation job guides you through the following steps.
 - 1. Locate the license file.
 - 2. Preview the new active licenses.
 - 3. Accept the end user license agreement.
 - 4. Finish the license activation job.
 - 5. Restart your system.

Check your licenses

About the licenses

The license section in Océ Express WebTools allows you to manage the licenses that are active on your system. A license is needed to activate certain functions on your printer.

License information overview

Open the [Support] - [Licenses] tab in Océ Express WebTools to view the available licenses.

You can view the license information for the following purposes:

- Check the license state, license type and license duration of active licenses.
- Check how long a license is valid.
- View all options available for your system.
- Make a list of the new options you need.
- Make a list of license numbers.

Information	Description
[Option]	<p>This field displays the name of the option.</p> <p>The following licenses are available for your printer:</p> <ul style="list-style-type: none"> • ColorWave 500 License • ColorWave 500 PDF/APPE • Chinese Simp PS fonts • Chinese Trad PS fonts • Japanese PS fonts • Korean PS fonts • Partner App Enabler • Administrative logon • ARC Support • Access Management
[State]	<p>This field displays one of the following license states.</p> <ul style="list-style-type: none"> • [Authorized]. You are authorized to use the function. • [Not authorized]. You are not authorized to use the function, you need to get a license for the function.
[License type]	<p>This field displays one of the following license types.</p> <ul style="list-style-type: none"> • [Resale]. • Not for resale.
[Duration in days]	This field displays the time your license is valid.
[License number]	This field displays the license number.

Save the currently active licenses

Introduction

You can save all active licenses into one single file.

When to do

Save the currently active licenses before starting a license activation job or if you want to save the current license situation.

Procedure

1. Open the [Support] - [Licenses] tab.
2. Click on the [Save] button.
The [Save licenses] window opens.
3. Select a directory and enter the new file name you want to store the licenses under.
4. Click the [Save] button to back up the currently active licenses.

Result

All currently active resale and demo licenses are stored into one single file.

Get a new license file

Introduction

The Océ applications and optional functions are protected against unauthorized use. You need to activate licenses to enable various options.

Procedure

1. Open the [Support] - [Licenses] tab to display the license information page.
2. Note the license information down.
3. Get the serial number of the machine, and note it down.
4. Send the serial number and license information to your local representative together with a list of options that you require.
5. After receiving the license file, store the file on the network.

Upload a new license

Introduction

Under the [Licenses] tab in Océ Express WebTools you can upload new license files.



NOTE

After the license is uploaded you must restart your system to activate the license file.



IMPORTANT

It is advised to store the license information of the currently active license files in a back-up file before you activate a new license file. Use the [Save] button to store the current license files information.

Procedure

1. Open the [Support] - [Licenses] tab to display the license information page.
2. Click [Activate] to open a browser window to search for the license file on the network.
3. Browse the network and select the license file.
4. Click Next, read the step and click Next.
5. When the user agreement appears, scroll down to the bottom and check the box in front of "I agree".



NOTE

If you do not check the box for agreement, your license will not be installed.

6. Click Next.
7. Click Ok to start the activation of the license file. A message appears when the process is completed.
8. Restart the system to activate the changes.

Result

- If you update an expired license, the new license file overwrites the previous license file.
- If you upload a new license, the license state in the overview is changed from [Not authorized] to [Authorized].

Chapter 7

Account Management

An overview of Océ Account Center

Introduction

Use Océ Account Center to manage the account information of print jobs, copy jobs and scan jobs for your Océ devices.



NOTE

For this application a separate user guide and a Readme are available. Visit "<http://downloads.oce.com>", select your printer and find your document in the list.

Definition

Océ Account Center includes software module:

- Océ Account Console.

Océ Account Console runs on a PC that functions as a server. Access to the Océ Account Console application is password protected and limited to authorized personnel.

The administrator uses Océ Account Console to create the account information dialog. The administrator publishes the account information dialog for Océ Express WebTools, the user panel and other applications.

The bookkeeper uses Océ Account Console to retrieve and export the log data.

The bookkeeper uses the log data for accounting purposes.

User roles and tasks in Océ Account Center

Users	Tasks
1) Administrator	<ul style="list-style-type: none">• Create, manage and delete the account dialog.• Publish the account dialog to Océ Express WebTools and the user panel.
2) Users	<ul style="list-style-type: none">• Use the dialog of Océ Express WebTools to enter the account information for print jobs, copy jobs and scan jobs.
3) Bookkeeper	<ul style="list-style-type: none">• Retrieve and use the account information of print jobs, copy jobs and scan jobs that is stored on the embedded controller of your Océ device. The log data serves as input for the accounting reports and invoices.

Océ Account Console ®

Introduction to Océ Account Console

Definition

Océ Account Console is installed on the administrator's workstation.

Purpose

Océ Account Console has the following functionalities:

- Manage, preview, and publish the account information dialog.
- Retrieve and export the log files.
- Manage the devices.



NOTE

For this application a separate user manual is available.

Illustration

The screenshot displays the Océ Account Console interface. At the top, the title bar reads 'Océ Account Console' with a 'license administration' link on the right. Below the title bar, there are three tabs: 'Dialog' (selected), 'Devices', and 'Export filters'. Under the 'Dialog' tab, there are two sub-tabs: 'Fields' and 'Values' (selected). The 'Fields' section on the left lists 'User ID', 'Project', and 'Account ID'. The 'Values' section on the right shows a table with two columns: 'Name' and 'Id'. The table contains two rows: 'Jeff' with 'jdk' and 'Arthur' with 'agb'. Below the table, there is a status bar that reads 'Last published: Wednesday, 27 Apr 2006 12:56:36 PM'.

Name	Id
Jeff	jdk
Arthur	agb

Summary of Océ Account Console

Main parts of Océ Account Console

An administrator uses Océ Account Console to perform a number of maintenance and configuration tasks.

The main functional areas of Océ Account Console are described in the table below.

Main parts of Océ Account Console

Part	Description
The [Dialog] tab	<p>[Fields] section.</p> <ul style="list-style-type: none"> • Create an accounting dialog. The accounting dialog consists of a number of accounting fields. • Save an accounting dialog. The accounting dialog is saved in .xml for reference, back-up or uploading. • Load an accounting dialog. An accounting dialog can be uploaded for use. • Delete an accounting dialog. Please note that this action cannot be reversed. • Edit an accounting dialog. You can change the type of accounting field. • Change the order of the accounting field in the list. • Make a preview of the accounting dialog to test the validity. • Publish the accounting dialog. Make the accounting dialog available to external applications and devices. <p>[Values] section.</p> <ul style="list-style-type: none"> • Create values for each accounting field. • Import values with a CSV file. • Add values for each accounting field. You add existing values to an accounting field. • Delete values for each accounting field. Please note that this action cannot be reversed. • Edit values for the selected accounting field • Move the selected value up or down in the list. • [Sort A..Z]. Use this option to organize the list in ascending order. • [Sort Z..A]. Use this option to organize the list in descending order.
The [Devices] tab	<p>[Devices] section.</p> <ul style="list-style-type: none"> • [Create...]. Use this option to create a new device. • [Delete]. Use this option to remove the device. The log data for the device is removed as well. Please note that this action cannot be reversed. • [Edit...]. Use this option to change the values for a device. • [Delete log data]. Use this option to remove log data of a device. <p>[Tasks] section.</p> <ul style="list-style-type: none"> • 'Compress database'. Use this option to clean up the database. • [Start]. Use this option to run an update dialog or to retrieve log data. • [Edit...]. Use this option to change the conditions for the update dialog and the log data retrieval.

Part	Description
The [Export filters] tab	<p>[Overview] section.</p> <ul style="list-style-type: none"> • [Create...]. Use this option to define a new filter. • [Delete]. Remove the export filter. • [Edit...]. Change the filter definition. • [Copy...]. Make a duplicate of the filter settings to create another export filter. • [Run...]. Select the required filter and start the export of the log data. <p>'Statistics' section.</p> <ul style="list-style-type: none"> • [Create...]. Create a statistic's summary (statistics export) of all the data in Océ Account Console. • [Delete]. Delete the statistics export. • [Edit...]. Select the field you want to create a statistics export of. • [Run...]. Start creating the statistics export.
The [Licenses] screen	<p>The license screen enables you to perform the following actions.</p> <ul style="list-style-type: none"> • Determine the host ID necessary to receive a valid license file. • Select and activate the license file. • Create a back-up of the license file.
The [Administration] screen.	<p>The administrator screen enables you to perform the following actions.</p> <ul style="list-style-type: none"> • Change the password. • Publish the data that are retrieved from other applications. • Define the remaining settings for Océ Account Console. • Set the regional settings <ul style="list-style-type: none"> -Application language -Units of measure (points, metric values or imperial values) -Units of measure of the print area (points, metric values or imperial values).

Enable account management in Océ Express WebTools

Introduction

To enable account management you can define the values in Océ Express WebTools

Definition


The account information requirements are defined and managed by the administrator.

How to define the 'Logging and accounting' settings

Open the [Preferences] - [System defaults] tab, and under [Job management] enable the [Force entry of accounting data for print jobs] or [Force entry of accounting data for copy and scan jobs]. Then define the settings for accounting under [Accounting log].

Setting	Value	Description
[Force entry of accounting data for print jobs] [Force entry of accounting data for copy and scan jobs]	[Yes]	When [Yes], it will only be possible to print jobs or create copy and scan jobs that have valid accounting data. All print jobs will be forced to go to the Smart Inbox. If you use Océ Publisher Express to send your print job, you must enter the required accounting data in the "Create new job" window. When you want to copy or scan from the user panel, or print a job from a USB key, you must enter the required accounting data on the user panel. The accounting data fields are displayed on the user panel.
	[No]	No accounting data is required.
[Log file format]	[ASCII (7-bits)] [Unicode (UTF-16)]	Define the file format for the export file of the account logging data. This file is retrieved by the Account Console application for account management.
[Log data field separator]	[Comma] [Semicolon] [Tab]	Define the field separator that must be used in the log file.
[Number of days to keep log files]	numeric value	Enter a value between 1 and 99 days.
[Accounting dialog upload: host]	[From any host] [From single host]	Defines if an accounting dialog upload is accepted from any host or from a single host only.
[Accounting dialog upload: single host]	hostname	The hostname or IP address from which an accounting dialog can be uploaded. Only valid when [Accounting dialog upload: host] has value [From single host].

Accounting data missing

If the required accounting data is missing, the  icon is displayed in front of the job in the Smart Inbox. To enter the missing accounting data, select the job and click [Edit].

Accounting workflow

Introduction

After the administrator configures the settings, accounting can be integrated in the workflow.

Procedure

1. Define an accounting dialog and publish it.
2. Add the Océ ColorWave 500 to the devices in Océ Account Console and configure the tasks.



NOTE

Configure the task 'Retrieve log data' to run every day at a time that the printer is switched on.

3. Run the task update dialog for the Océ ColorWave 500, to provide the dialog to the printer.
4. Enable accounting in Océ Express WebTools.

Result

When you print via the driver, Océ Publisher Express or Océ Publisher Select you will have to provide accounting information before you can print.

When you copy, scan, or print from USB, you will have to provide accounting information on the user panel before you start your job.

Chapter 8

Solve Problems

How to solve problems with jobs

Procedure

1. When there is a problem with a job, the color of the green job queue bar in Océ Express WebTools turns red.
The system monitor section of Océ Express WebTools displays the message: [User intervention required].
The job that has the problem remains in the queue as an active job, displayed in bold fonts.
2. On the user panel detailed information about the problem is displayed. You can use this information to solve the problem.



NOTE

If a media jam occurs often, you can perform the following checks:

- Is the media loaded correctly?
- Did you use the correct media? For more information, see [Media types on page 296](#)
- Did you remove all the pieces of media from the paper path?



NOTE

If an error occurs that you cannot solve, please remember the error code displayed on the user panel and contact the helpdesk for assistance.

Clean the print surface

Introduction

It is necessary to clean the print surface regularly.

When to do

When a media jam occurs or when there is pollution on your printed output, it can help to clean the print surface.

Required tools

Use the supplied clean card. The clean card is located in the card holder under the [transparent top cover].

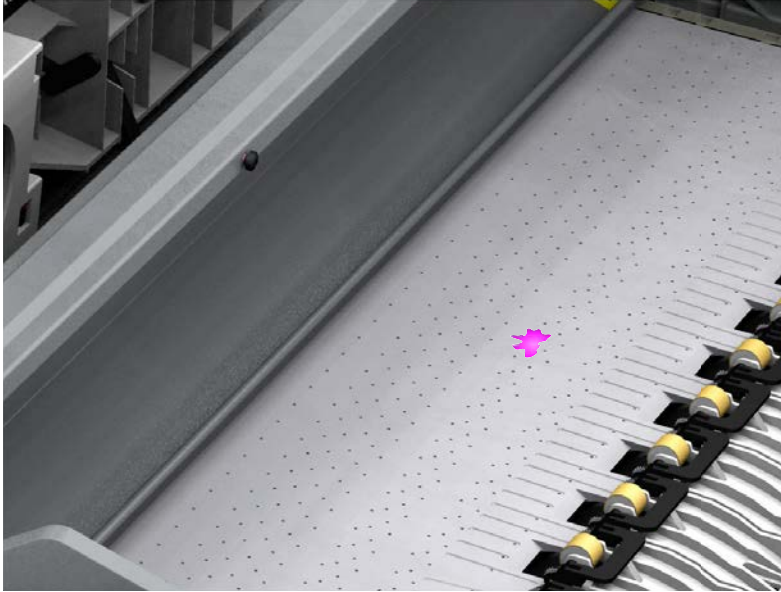


Procedure

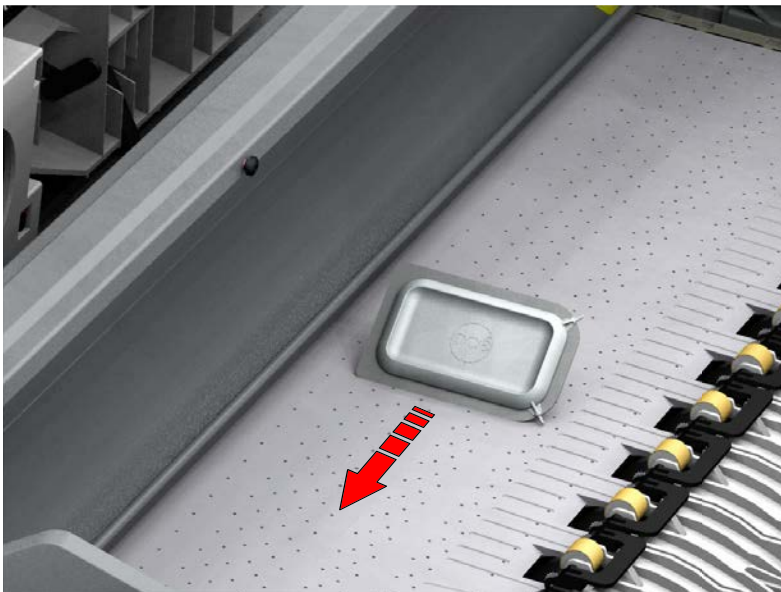
1. Push the Top Delivery Tray towards the back and lock it into place.
2. Open the [transparent top cover].
You can now access the clean card and the print surface.



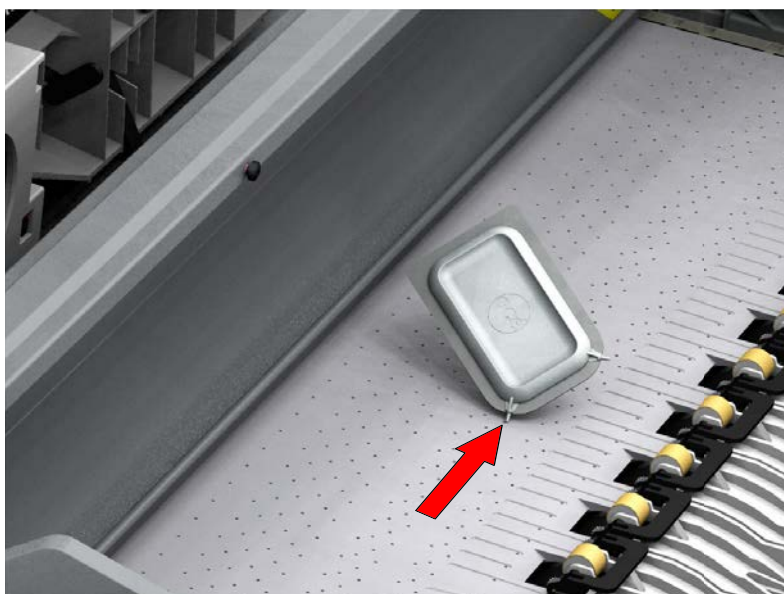
3. Check whether there are toner drops on the print surface.



4. Remove the toner with the clean card.
Remove the pollution from the print surface by moving the card into the direction of the toner cartridges.



5. When the holes in the print surface are not open, use the pins on the clean card to open the holes.



6. Place the clean card back in the card holder.
7. Close the [transparent top cover] and place the Top Delivery Tray back in its original position.



Clear an original jam in the scanner

Introduction

When an original jam occurs in the scanner, the message [Scanner original jam] appears on the user panel. You must remove the original from the scanner. Follow the steps in the wizard on the user panel to clear the jam.

If an original jam occurs often:

- Check whether you used the correct type of original.
- Check whether you have to use a carrier sheet.
- Check if the original is damaged before you insert it.

Procedure

1. Use both hands to push up the left and right scanner open levers to fully open the scanner top cover.
A locking mechanism prevents the scanner top cover from closing.



2. Remove the original.
Pull the original from the scanner, or from the originals exit at the front.
3. Press the scanner top cover down gently with both hands to close it.



NOTE

Check that the left and right scanner open levers are locked into position.

4. Smooth out the original, and feed the original.

Disconnect the network cable and the mains supply cable

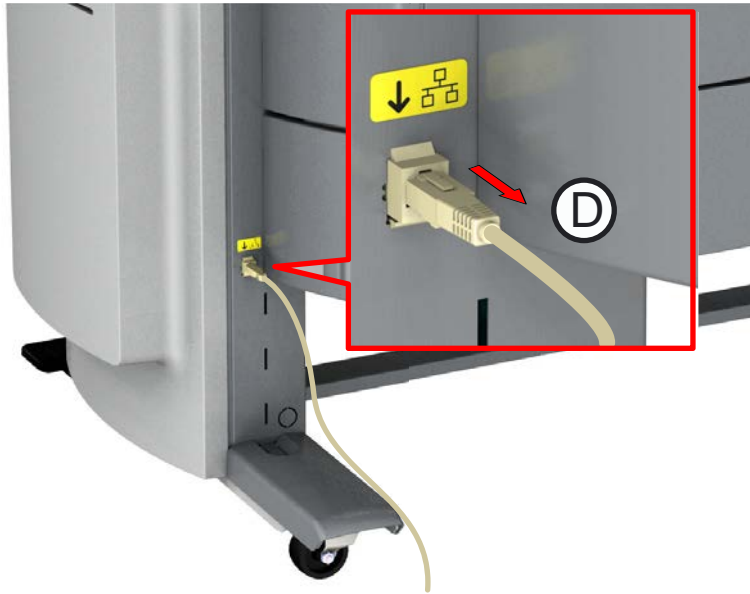
Procedure



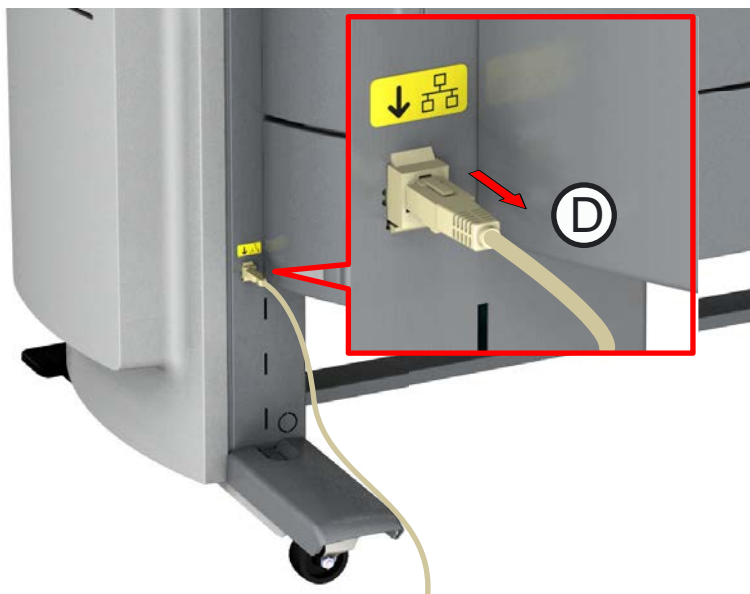
IMPORTANT

Make sure the main power switch (A) is in 'off' position.

1. Disconnect the network cable from the network connection at the right back of the printer (D).



2. Disconnect the mains supply cable from the wall socket.
3. Lift the cover (B).
4. Disconnect the other side of the mains supply cable from the power connection at the right back of the printer (C).



Event messages

Introduction

Feedback on errors related to print jobs is displayed in the event list.

You can open the event list when you click [View events] in the upper right hand corner of the Jobs tab in Océ Express WebTools.

Event message	Troubleshoot
[Partially printed job aborted due to reception problem (protocol error, connection failure, spool full)]	<ul style="list-style-type: none"> • Check the structure and keywords of the Job Ticket. • When the user panel displays the message [Job memory full], delete some jobs from the system. • Check if the printer can be reached on the network.
[Job aborted due to reception problem (protocol error, connection failure, spool full); nothing was printed]	<ul style="list-style-type: none"> • Check the structure and keywords of the Job Ticket. • When the user panel displays the message [Job memory full], delete some jobs from the system. • Check if the printer can be reached on the network.
[Document could not be printed; specific TIFF/CALS mode is not supported]	<p>The document type is not supported by the printer (for instance, CALS file of type 2).</p> <ul style="list-style-type: none"> • Generate a new file.
[Document could not be processed; processing was aborted]	<p>The file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact your local Service representative.
[PS/PDF missing or invalid data in the document; one or more pages not correctly printed]	<p>The Postscript or PDF file is corrupt.</p> <ul style="list-style-type: none"> • Try to print the original file from Adobe Reader or directly from the application using the Océ Wide format Printer Driver for Microsoft® Windows® . • Try to generate the file again. • If the error persists, contact your local Service representative.
[PS/PDF limitation; one or more pages not correctly printed]	<p>The Postscript or PDF file causes an internal printer error.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact your local Service representative.
[PS/PDF resource issue (memory, disk); one or more pages not correctly printed]	<p>The Postscript or PDF file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact your local Service representative.

Event message	Troubleshoot
[PS/PDF resource or language problem; one or more pages not correctly printed]	<p>The Postscript or PDF file is complex or corrupt.</p> <ul style="list-style-type: none"> Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows®. If the error persists, contact your local Service representative.
[No pages were generated when processing the document]	<p>The file contains non printable pages.</p> <ul style="list-style-type: none"> The graphic commands in the file could be missing, the file is corrupt. The shift setting could be set to a value that causes the image to move completely off the paper.
[Job deleted because it is not recoverable (data is corrupt or incomplete)]	<p>This message can appear when the printer is restarted after a power failure and some documents in the printer spool are corrupt.</p> <ul style="list-style-type: none"> Reprint the job from the submission application or from the Smart Inbox.
[Job deleted because it causes a software crash in the printer]	<p>This message can appear when the printer is restarted after a power failure and some documents in the printer spool cause software problems.</p> <ul style="list-style-type: none"> Generate the file again. If the error persists, contact your local Service representative.
[Job was deleted from the queue after a media request timeout]	<p>The job has been deleted from the print queue because the time-out of the media request expired and the [Action after media request timeout] is set to [Delete the job]</p> <ul style="list-style-type: none"> Reprint the job from the submission application or from the Smart Inbox.
[Job cannot be printed because the required PS/PDF license is not available]	<ul style="list-style-type: none"> For Postscript and PDF files, check if the license is installed.
[Job cannot be printed because the required PDL is disabled]	<ul style="list-style-type: none"> Click [Configuration] - [Printer setup] and change the printing of this page description language to [Enabled].
[Folding disabled because legend not detected or rotated document doesn't fit on available media]	<p>The [Océ Finishing Assistant] disabled folding. This can happen if the image cannot be rotated so that the legend is visible after folding and fit on the available media. This may also happen if the [Océ Finishing Assistant] cannot detect the location of the legend.</p> <ul style="list-style-type: none"> You can fold manually. Disable [Océ Finishing Assistant] if you do not care where your legend is after folding or if you want to fold a drawing without a legend. Load a larger media size if the rotated drawing fits into the maximum foldable media width (check the finisher specifications).
[Document is not a PDL or the PDL is not supported]	<p>Check if the printer recognizes the format of the sent job.</p> <ul style="list-style-type: none"> Submit the file via the job submitter. Print directly from the application.

Event message	Troubleshoot
[The scan job cannot be delivered to the external location. The job has been deleted.]	<ul style="list-style-type: none"> • Check the credentials, the username and password, of the external location. • Use the check feature in the external location configuration window. • Check all other external location settings.
[Impossible to generate the file from the scanned original(s). Try to scan again with a lower output file resolution. If the error persists, make sure the original is not too long.]	<ul style="list-style-type: none"> • Lower the output file resolution. • Change the file type. • Reduce the original size when it is too long. • Check the scan resolution and the compression. • In case of a multi-page document: split it into several scanned files.
[The accounting data for the job are invalid. The job has been deleted.]	<ul style="list-style-type: none"> • Correct the accounting data in the submission application and reprint the job from the smart inbox. • Check whether the accounting parameters are correctly synchronized, on the job submission tool or driver.
[Print settings conflict: the document is identified and printed with the settings embedded in the file]	<p>A job was submitted from an application that added a Job Ticket while the file already contained a Job Ticket. The settings you have selected in the submission application are not used. Instead, the Job Ticket settings embedded in the file are used for printing and identification of the job. The job will appear in the print queue and the Smart Inbox with its original name.</p> <ul style="list-style-type: none"> • If the settings embedded in the file contain a Smart Inbox name, the job will be kept in that Smart Inbox. • If the settings embedded in the file do not contain a Smart Inbox name, the job will be kept in the default Smart Inbox defined in [System defaults] - [Job management]. • If you do not want to use the original settings embedded in the file, use Océ Publisher Select to print the job.

Settings in case of errors



Introduction

If you encounter problems with print jobs, there are a few settings that can help you.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Under [In case of errors], you can make the following settings:

Setting	Value	Description
[Clear system at next start-up]	[Yes]	Activate this setting when the printer has a problem with processing jobs in the queue. Restart the system to automatically remove all jobs from the system. Then deactivate this setting and restart the system again.

Setting	Value	Description
[Save received job data for Service]	[Yes]	<p>When enabled, the system stores the job data of all received jobs. You can download the data under [Support] - [Maintenance], click on [Download the job data]. Service can access the job data when you encounter problems or for maintenance.</p> <p> NOTE</p> <ul style="list-style-type: none"> • Only enable this settings when you have problems with certain jobs. • Disable the setting after service to prevent performance reduction.
[Display a job event notification in Océ Express WebTools]	[Yes]	<p>When enabled, the system displays print job related attention messages in the queue view of Océ Express WebTools.</p> <p> NOTE</p> <p>When you click on an attention message, the message is removed from the queue view of the web browser you use.</p> <p>In other web browsers the attention message remains visible until a user clicks on it.</p>

3. When you have made your settings, click OK.

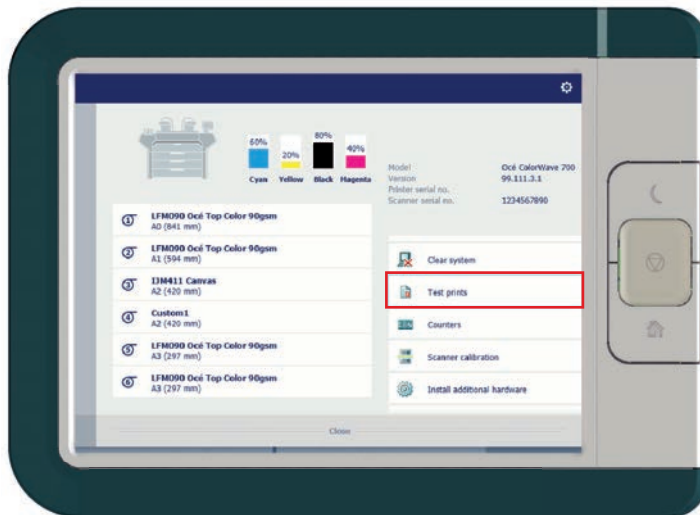
Print a demo print

Introduction

You can print a demo print to check whether the printer is working correctly.

Procedure

1. Tap the system menu thumbnail on the user panel. A window opens.
2. In the list in the bottom right corner of the display, select [Test prints]. A wizard opens.



3. Select the preferred demo print.
4. Tap [OK].

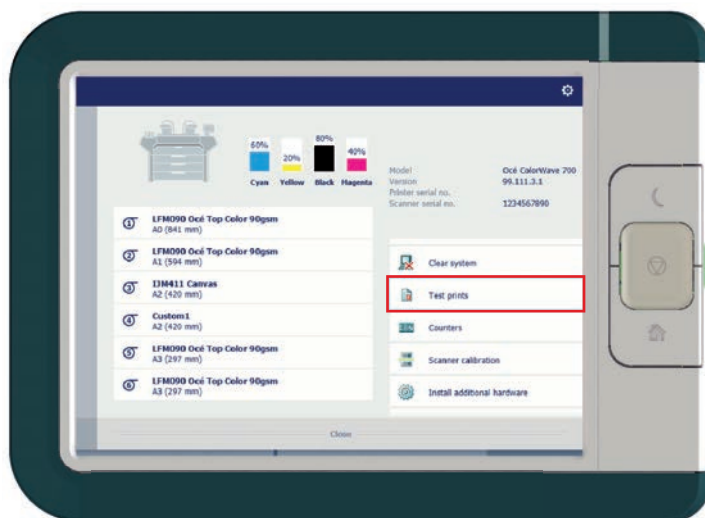
Print a test print

Introduction

Print the customer analysis tool test print at the request of the helpdesk. The print provides information that can help to solve quality problems.

Procedure

1. Tap the system menu thumbnail on the user panel. A window opens.
2. In the list in the bottom right corner of the display, select [Test prints]. A wizard opens.



3. Select [Customer Analysis Tool] at the bottom of the list.
4. Tap [OK].

Chapter 9

Support

Counter history

Introduction

Navigate to the [Support] - [Counter history] tab to get an overview of the consumables used per printed job.

The table below gives an overview of the various functionalities you can access in the counter history to sort, group, save, or print the information you need.

Functionality	Description
[Counter history]	In the header of the counter history list you can select the period (day(s) or week(s)) in a drop down list. The counter history list will display information about the jobs printed in the selected period.
Sort on [Job name], [Job owner], [Smart Inbox], or [Time printed]	When you want to sort the counter history list, you can click on the column headers of the counter history list: [Job name]; [Job owner]; [Smart Inbox]; [Time printed]. This way you can sort the list according to your needs.
[List view] or [Group view] .	Select [List view] at the bottom of the counter history list when you want to display all printed jobs.
	Select [Group view] at the bottom of the counter history list when you want to display only the groups based on your sort criterion. For example, if you sort your counter history list by the column [Job owner] and you click on [Group view], the counter history list displays a list with all job owners that have sent print jobs to the printer in the selected period. When you expand the [Job owner] group, the list displays all jobs that were sent by the [Job owner] in the selected period.
[View total info]	Select [View total info] in the upper right hand corner of the counter history list, when you want to have a complete overview with job counter information.
	Click on a group name to display counter information for all the jobs in the group.
	Click on a job name to display counter information for the selected job.
[Save all]	Select [Save all] in the upper right hand corner of the counter history list, when you want to save the counter history for all jobs in the list. You can save the counter data as an [XML file] or as a [CSV file].
[Print all]	Select [Print all] in the upper right hand corner of the counter history list, when you want to print the counter history for all jobs in the list.

Audit log

Definition

As a System Administrator, you can download a comma-separated values (CSV) file containing the audit of all security-related events in the system.

[Download audit events] and [Clear audit events]

Log in as a System Administrator and select the [Audit log] in the [Security] tab.

Click on the [Download audit events] button to download a comma-separated values (CSV) file containing the audit events.

Click the [Clear audit events] to clear the list of events stored in the system.

Remote Service: configure the proxy

Introduction

Océ Express WebTools offers remote services from the printer to the service organization, or from the service organization to the printer.

You can edit these settings under the [Support] - [Remote Service] tab.

Remote Service has the following options:

- [Configure proxy]: Configure a secure Internet connection via a proxy server between the printer and the service organization.
- [Check connection]: Check the connection between the printer and the service organization.
- [Allow remote assistance]: Allow a remote assistance from the service organization to the printer.

Configure the proxy

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Configure proxy]
2. Set up the "Proxy server":
 - Automatic proxy detection: select this setting when you do not know all the proxy settings. You can select this setting to let the system detect the proxy automatically.
 - [Proxy enabled]: select this setting when you know the proxy settings and want to enable the proxy yourself. You have to fill in [Proxy hostname] and [Proxy port].
 - [Proxy hostname]: enter the fully qualified hostname of the proxy server.
 - [Proxy port]: enter the port of the proxy.
3. Set up authentication:
 - [Proxy requires authentication]: select this setting when authentication is required.
 - [Proxy authentication: user]: enter the user name for authentication.
 - [Proxy authentication: password]: enter the password for authentication.
 - [Proxy authentication: domain]: enter the domain for authentication.
4. Click OK to finalize the proxy configuration.

Remote Service: check the connection

After you configured the proxy, it is possible to test the connection between the printer and the service organization.

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Check connection].
2. A message displays the answer, within 30 seconds. When configured correctly, the message [The system is connected to Remote Service.] appears.
3. Now the system is able to send data to the service organization. For example, Océ Meter Manager, or [Remote Service] information.



NOTE

- For online viewing, approval of meter reads or service call entry via the web, please refer to the company website. On the website you can create an account ("My account") to request access to both services.
- You can find feedback on the status of the connection and tooltip information in the System monitor.

Remote Service: allow remote assistance

When you have made all settings required and you want to allow the service organization to remotely access the printer, you can enable remote assistance.

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Allow remote assistance].
2. A message informs the user whether a connection is made. When configured correctly, the message [Remote assistance to the system is enabled and currently accepting a connection] and two arrows appear.

When the connection with the service organization is established, a remote service operator (service technician) is able to operate the system and provide assistance remotely.



NOTE

- Since a remote assistance session is established via a point-to-point connection, only this specific system, and none of the other systems at the customer's site, can be reached.
- Click on [Stop remote assistance] when you want to terminate the connection with the service organization. This way the customer always stays in control.

Chapter 10

Contact

Downloads and support for your product

Downloads:

User guides, printer drivers and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:

["http://downloads.oce.com"](http://downloads.oce.com)

Before you use your product, you must always download the latest safety information for your product: make sure that you read and understand all safety information in the manual entitled '**Safety Guide**' .

Support

For support information please contact your Canon local representative.

Find your local contact for support from:

["http://www.canon.com/support/"](http://www.canon.com/support/)

Reader's comment sheet

Questions

Have you found this manual to be accurate?

☐ Yes

☐ No

Were you able to operate the product, after reading this manual?

☐ Yes

☐ No

Does this manual provide sufficient background information?

☐ Yes

☐ No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

☐ Yes

☐ No

Could you find the information you were looking for?

☐ Always

☐ Most of the times

☐ Sometimes

☐ Not at all

What did you use to find the required information?

☐ Table of contents

☐ Index

Are you satisfied with this manual?

☐ Yes

☐ No

Thank you for evaluating this manual.

If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:

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For the attention of ITC User Documentation.

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The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

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